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1996

AGENDA OF THE
FINANCE AND ADMINISTRATION
COMMITTEE

JULY 2, 1996

URBAN/MUNICIPAL
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1996

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NOTICE OF MEETING

FINANCE AND ADMINISTRATION COMMITTEE

URBAN MUNICIPAL

JUL 2 1996

GOVERNMENT DOCUMENTS

Tuesday, 1996 July 2
1:30 o'clock p.m.
Room 233, City Hall

Susan K. Reeder

Susan K. Reeder, Secretary
Finance and Administration Committee

AGENDA

1. **IN CAMERA AGENDA**

2. **CONSENT AGENDA**

3. **THE PARKING AUTHORITY OF THE CITY OF HAMILTON**

   (a) Closing of Capital Budget Accounts, Parking Authority

   (b) Completion of Carpark Development/On-Street Meter Upgrades

4. **TREASURER**

   (a) Presentation and Report - Annual Reserve and Reserve Fund Report

   (b) Information Report - Downtown Taxes

   (c) Writeoff of Business Taxes

   (d) Bailiffs - Extension of Agreement - ABS Bailiff Services

   (e) Update - Tax Project (no copy)

5. **DIRECTOR OF PUBLIC WORKS & TRAFFIC**

   Termination of Street Vendor Agreement for 9 King Street East

6. **BUILDING COMMISSIONER**

Requested Report Back - 5% Land Dedication - 1 Year Moratorium of Collection of Fees for Single Family Dwelling

7. **SINGLE TIER ADMINISTRATIVE REVIEW STEERING COMMITTEE**

Financial Shared Services Study - City of Hamilton and Region of Hamilton-Wentworth

8. **OTHER BUSINESS**

9. **ADJOURNMENT**

THE PARKING AUTHORITY OF THE CITY OF HAMILTON

PETER G. BAKER
GENERAL MANAGER

CHAIRMAN
ALDERMAN VINCE AGRO

VICE-CHAIRMAN
ALDERMAN FRANK D'AMICO

MEMBER
ALDERMAN TERRY ANDERSON

3. (a.)

DATE: *June 14, 1996*

REPORT TO: *Susan K. Reeder, Secretary*
Finance and Administration Committee

FROM: *Peter G. Baker, General Manager*
*The **Parking Authority of the City of Hamilton***

SUBJECT: *Closing of Capital Budget Accounts, Parking Authority*

RECOMMENDATION: *That the following Capital Budget Accounts of the **Parking Authority of the City of Hamilton** be closed and the remaining funds be returned to their original source:*

#909245003	*Parking Deck--GO Terminus*	*$50,000*
#909345010	*Parking Deck--GO Terminus Study*	*$50,000*

BACKGROUND:

*The **Parking Authority** had set aside funds from its **Parking Reserve Fund** in its 1992 and 1993 Capital Budgets to begin work of the proposed parking garage at the "GO" Centre on the site of the old Health Building at 75 Hughson Street South. These plans have been cancelled and the funds are no longer required for this project.*

*This action was approved by the Board of the **Parking Authority** at its meeting of May 21, 1996.*

FINANCIAL IMPLICATION: *Non*

80 MAIN STREET WEST. *(AT SUMMERS LANE)*, HAMILTON, ONTARIO L8P 1H6 • TELEPHONE (905) 540-6000 • FAX (905) 540-6001

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THE PARKING AUTHORITY OF THE CITY OF HAMILTON

PETER G. BAKER
GENERAL MANAGER

CHAIRMAN
ALDERMAN VINCE AGRO

VICE-CHAIRMAN
ALDERMAN FRANK D'AMICO

MEMBER

3.(b.)

DATE: *June 14, 1996*

REPORT TO: *Susan K. Reeder, Secretary*
Finance and Administration Committee

FROM: *Peter G. Baker, General Manager*
*The **Parking Authority of the City of Hamilton***

SUBJECT: *Completion of Carpark Development/On-street Meter Upgrades*

RECOMMENDATION: *That the **Parking Authority** be permitted create a Capital Account, funded from its **Parking Reserve Fund** in the amount of $100,000 to be titled, "Parking Facilities/Equipment Development and Upgrades" for the purpose of: (1) completing the development of the site at 290-296 Victoria Avenue; and (2) upgrade on-street meters in certain key commercial areas of the City.*

BACKGROUND:

*The **Parking Authority** received approval to acquire the site at 290-296 Victoria Avenue in June of 1994. The purchase (from the city) amounted to $350,000 and it was understood that the development costs would come from other resources of the **Parking Authority**. These costs have been substantial and have included large expenses for the removal of asbestos, etc. A remaining cost of $65,000 is needed to complete the paving, line painting, and lighting.*

A regular programme of upgrading street meters throughout key commercial areas is underway. The Authority is working to extend its courtesy coin project into other areas than the CBD and this can only happen with the latest electronic technology. $35,000 is designated for this programme.

The funds to accomplish the above programmes are within the Authority's "Work-in-Progress" accounts but need to be re-titled as a new project in order to comply with the budget process.

*The Board of the **Parking Authority** approved this action at its meeting of May 21, 1996.*

80 MAIN STREET WEST, *(AT SUMMERS LANE)*, HAMILTON, ONTARIO L8P 1H6 • TELEPHONE (905) 540-6000 • FAX (905) 540-6001

FINANCIAL IMPLICATIONS:

The Victoria Avenue site will be profitable for the Authority and contribute valuable tax dollars to the City. Attached is the documentation detailing the projected revenues, expenses, and net profit figures.

JUNE, 1996

296 Victoria Street North
New Municipal CarPark Revenue Projections ANNUAL BASIS

Parking Spaces Available 39

	rate	number of stalls	per cent of total	turnover or hours/day occupied	number of days/year	annual revenue
DAILY RATES DESCRIPTION						
1/2 hour	$1.00	39	100	7	300	$81,900
maximum daily charge	$6.00	3	8	2	300	$10,800
1 hour premium charge	$2.00	24	62	7	0	$0
overnight hotel	$0.00	0	0	0	0	$0
evening	$2.00	30	77	2	300	$36,000
Sunday & Holidays	$3.00	30	77	2	60	$10,800
early bird	$0.00	0	0	0	0	$0
flat rate	$0.00	0	0	0	0	$0
special event	$0.00	0	0	0	0	$0
miscellaneous revenue	$0.00	0	0	0	0	$0
blank	$0.00	0	0	0	0	$0
				TOTAL DAILY REVENUE		$139,500
CONTRACT PARKING RATES				12 billing freq.		
monthly	$65.00	5	13	4	"	$3,900
quarterly	$0.00	0	0	2	"	$0
semi annual	$0.00	0	0	1	"	$0
annual	$0.00	0	0	TOTAL CONTRACT REVENUE		$0
						$3,900
				TOTAL OPERATIONS REVENUE		$143,400

		Sq. Ft.	Rate/sq.ft.	
OTHER REVENUE	RETAIL INCOME			
City	$0 Ground Floor	0	$0.00	0
Region	$0 Upper Floor	0	$0.00	0
Province	$0			
Federal	$0		TOTAL RETAIL INCOME	0
Contributions	$0			
commitment premium	$0			
total other rev.	$0			
TOTAL REVENUE	$143,400			

Parking income is projected to increase at 4 per cent per year.

296 Victoria St. North..ProForma

TOTAL STALLS 39

DATE JUNE, 1996

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7
per cent parking utilized	100	100	100	100	100	100	100
INCOME FROM OPERATIONS							
parking income	143,400	149,136	155,101	161,305	167,758	172,790	177,974
interest on reserves	0	0	0	0	0	0	0
other income/retail income	0	0	0	0	0	0	0
TOTAL OPERATING INCOME	143,400	149,136	155,101	161,305	167,758	172,790	177,974
RENT	0	0	0	0	0	0	0
TOTAL OPERATING EXPENSES	17,724	18,432	19,170	19,937	20,734	21,563	22,426
NET INCOME BEFORE DEBT SERVIC AND DEPRECIATION	125,677	130,704	135,932	141,369	147,024	151,227	155,548
OTHER NON OPERATING EXPENSES							
debt service	75,000	75,000	75,000	75,000	75,000	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
NET INCOME	50,677	55,704	60,932	66,369	72,024	151,227	155,548

4. (a.)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1996 June 20

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

JUN 25 1996

SUBJECT: Annual Reserve & Reserve Fund Report

RECOMMENDATION:

(a) That the re-classification of the Reserve & Reserve Funds, as outlined in Appendix A, be approved.

(b) That the current external debt financing, as defined in the ten year Capital Budget, be replaced with a policy of Internal Financing using the Capital Reserve Funds as the source of funding.

(c) That $8.0 million be transferred from the "Reserve for Employee Benefits-Self Insurance" to the "Reserve Fund for Workers' Compensation".

(d) That the balance of the unfunded liability ($11.7 million) for Workers' Compensation be funded by a reallocation of $950,000 from the Employee Benefit control account and that an actuarial valuation, to determine the unfunded Workers' Compensation Benefit liability, be done every three years.

(e) That any surplus in the Employee Benefit control account be transferred annually to the Reserve for Employee Benefits - Self Insurance.

(f) That the annual capital equipment replacement program be approved in the September, preceding the year of replacement, and be fully funded from the reserve.

(g) That the Sick Leave annual provision of $800,000 be reduced to $500,000 in 1997 and the WCB annual provision be increased by $300,000 to $1.8 million.

(h) That an actuarial valuation (as approved in 1992) be performed on the Reserve for Employee Benefits - Self Insurance, in order to determine the appropriate level of funding, and that the costs be charged to the applicable reserve.

(i) That an insurance consultant be hired to review the City's current Risk Management Program and related insurance coverage including current deductible levels relative to the current reserve level, and that the costs be charged to the applicable reserve.

(j) That the following Trust Funds be re-classified as reserves:

- Dundurn Castle Restoration
- Museum Acquisition Trust - Historical Board
- Childrens' Museum Trust
- Furnishing Restoration - Historical Board
- Seniors' Club Trust - Playground Equipment
- Whitehern Rentals Trust

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:
See discussion below.

BACKGROUND:

The City Treasurer prepares an annual report on the Reserves and Reserve Funds and, where necessary recommends Policy changes for the review and approval of Committee and Council. The last major policy review was done in 1992. This report is the result of a comprehensive review of the existing policies, purposes, and levels of the reserve and reserve fund balances at the end of 1995. Details of each reserve or reserve fund are provided under separate cover and provide the purpose, funding sources and the current commitments outstanding against each account.

Discussion

Discussion on each of the above recommendations is as follows:

a) **Re-classify of Reserves - Housekeeping (Appendix A)**

This recommendation is of a housekeeping nature and recommends consolidation of several reserves and reserve funds in three major categories, namely, Capital Funds, Working Funds and Reserve Funds. The Capital Funds will support the City's capital program, the Working Funds support the City's current program and the Reserve Funds are funds set aside for a specific purpose or for an existing or contingent liability. It is also being recommended to reduce the number of reserves by consolidating several small ones where the purposes are similar. This will result in better control and considerably less bookkeeping.

b) **Internal Debt Financing - Policy (Appendix B)**

The existing capital 10 year program is funded by subsidies, capital levy, reserves and external debt. It is anticipated that this recommendation will replace the requirement for any future external debt with internal debt funded from the City's Capital Fund Reserves. The interest rate will be determined by the current cost of borrowing but will, in all cases, be less than the external rate and will, in addition, save any issue expenses like commissions and legal fees that are required for any external debenture. The added advantage of this policy will be that the City reserves will earn a rate that will exceed the City's investment rate and more than sustain the future buying power of the City's reserves. Since the City's reserves also provide the cash flow for the Taxes receivable and other operational requirements this policy will apply only when the cash flow permits. Current cash flow projections show that for at least the next three years capital debenture needs can be met by use of internal funds. Annual review and updating of projections with actual cash flows will be done by Treasury staff and reported annually in the Reserve Report.

c) **Reallocation of Funds - Housekeeping & Policy**

In 1992 City Council approved actuarial valuations to be performed on the Sick Leave, Workers' Compensation and Employee Benefit reserves. In 1995 the Wyatt Company completed the valuation of the City's WCB liability and valued the future cost (in today's dollars) to be in excess of $21.0 million dollars. The corresponding reserve for this liability was only $1.3 million leaving a major portion of this unfunded.

A recent review of several other Schedule II municipalities showed that this is not a unique situation with the City of Hamilton. Some Municipalities have approved multi-year funding plans while others are taxing for it annually on a pay-as-you-go-basis. The problem with the latter method is that future taxes are paying for past liabilities and the fluctuations in the payments may result in unacceptable tax increases. The City of Hamilton has a policy of being self-insured for most of our employee benefits and the resulting savings have accumulated in the Benefit Reserve for the purpose of smoothing out the impact of benefit payments similar to the WCB liability. It is therefore being recommended that $8.0 million be reallocated from the Employee Benefit reserve to the WCB Reserve Fund. With this allocation and the approval of the next recommendation the City will have a multi-year plan that provides a reserve fund that is projected to increase at a faster rate than the liability, yet does not require any corresponding tax increases.

d) **Funding Plan WCB - Policy & Housekeeping (Appendix C)**

This recommendation reallocates existing benefit costs to the WCB funding plan approved above. This plan will provide an 82% level of funding by the end of 15 years without any cost increases to the existing benefit costs. Since this plan is based on several assumptions, it will need to be reviewed, updated and reported on in the Reserve Report annually.

e) **Employee Benefit Self Insurance - Housekeeping**

In 1992 City Council approved the consolidation of three benefit reserves into one Reserve for Employee Benefits - Self Insurance. Since most of the optional benefits are currently self-insured it is necessary to have a reserve to smooth out the peaks and valleys that result from being self insured. As a housekeeping measure it is necessary that there be specific approval to transfer the annual surplus (if any) into the reserve.

f) **Equipment Replacement Reserve - Policy (Appendix D)**

This reserve provides the funding for replacement of the City's equipment and is funded from the depreciation component of the vehicle rates charged to the various programs that use the equipment.

An initial review of this reserve provided the Public Works department with the opportunity to make a reduction of approximately $400,000 in the 1996 current budget. Since then a more detailed review shows that the ongoing rationalization of the fleet and its replacement has provided further opportunity for Public Works to make further reductions in the vehicle rates and not require any future increases yet make the reserve self-sustaining. This is also made possible by utilizing a higher interest earning rate through using this reserve as the source of cash flow for the internal financing of the City's capital debenture requirements. This recommendation provides a capital replacement program of $2.25 million in 1997 and increases of, on average, no more than inflation in the following 9 years. It is also being recommended that this part of the Capital Budget be brought forward in September of each year so that Public Works can take advantage of price discounts that may be available at such times. Previously they were required to wait until the capital budget was financed and approved normally in March or April of the following year.

No change is being recommended for the Fire Department replacement program at this time.

g) Sick Leave Funding Plan - Policy (Appendix-E)

The Sick Leave reserve was set up to fund a liability for vested sick leave payments that are owing to certain employees when they leave the employ of the City. There are currently two plans; an active plan for the fire-fighters and a closed plan for all other groups.

The closed plan has a defined liability that will only increase to the extent the salary of the employee increases. The other plan increases as additional days are earned and not used plus any salary increases.

The Wyatt Company completed an actuarial valuation in 1995 and determined that there is an actuarial deficiency of approximately $ 3.74 million dollars for both plans. Based on this valuation we have developed a financing plan using the current reserve and the annual contribution.

The closed plan shows that by allocating $1.8 million of the reserve to the liability of $3.5 million and accruing interest at 5% for 1996/97 and 8% thereafter the liability will be fully funded by 2008. No further contributions are required from the current fund for this plan.

The open plan has a current liability of $6.5 million while the reserve is only $3.3 million. The Financing Plan developed uses the actuarial projections of the Wyatt Company and with an annual contribution of $ 500,000 for 14 years,plus accumulated interest, this liability is fully funded in 13 years. It is being recommended that the remaining $300,000 be transferred to the WCB as the annual payments are $2.4 million while the budget is only $2.1 million.

h) Actuarial Valuation - Housekeeping

Periodic actuarial valuations are required on certain reserves to determine the appropriate level the reserve should be at to meet the obligations for which the reserve was created.

Recent valuations on the WCB and Sick Leave reserves have provided the basis for some of the recommendations contained in this report. In 1992 Council approved an actuarial valuation to be done on the Employee Benefit reserve for self insurance. Other priorities have not permitted a evaluation on the Benefit reserve to be performed however it is now being recommended.

i) **Insurance Review - Housekeeping and Policy**

The current agreement for insurance brokers will cease by the end of this year. It is therefore the ideal time to conduct a review of our current policies, regarding risk retention levels, and adequacy of reserves relative to deductibles. In addition the current methodology used for allocation of insurance costs for equipment and fleet charge-out rates need to be reviewed. This matter has been discussed with the Law Department which manages the insurance and Risk Management programs for the City. They concur in the recommendation that an external consultant with experience in the insurance field be retained to assist staff in analyzing the City's Risk Management and related insurance coverage, including current deductible levels relative to the current Reserve levels. A full report on the results of this review, with recommendations, will be presented to committee and Council in the Fall.

j) **Trust Fund Re-Classification - Housekeeping**

In the past, several specific reserves were set up as Trust Funds although they did not meet the criteria of a Trust Fund. Consequently, they were not reported as reserves and required issuance of a separate audited report and entailed unnecessary bookkeeping and audit work.

The criteria for a trust fund has now been concisely defined and a policy has been established in conjunction with the Law and Culture & Recreation Departments and the external auditors. It is therefore being recommended that these accounts be reclassified and reported as reserves. Procedures have been set up to segregate the funds for each Museum.

c.c. J.G. Pavelka, Chief Administrative Officer
P. Noé Johnson, City Solicitor
D. Lobo, Commissioner of Public Works & Traffic

NAME	A/C #	Recommendations & Comments	Capital Reserves	Working Fund Reserv	Reserve Funds
RESERVES					
Acquisition of Historic Properties	CH00120	No Change	$144,057		$0
Alpha Enclaves	CH00116	No Change	$222,915		$0
Contingency	CH00115	No Change		$1,185,365	$0
Debt charges	CH00108	No change	$7,317,890		$0
Hamilton Public Library	VARIOUS	No Change		$1,155,736	$0
Major Repairs & Improvements to City owned Properties	CH00109	Delete - Transfer to Capital Projects (See Note 1 below)	$0		$0
Major Repairs to Mobile Equipment	CH00103	Delete - Transfer to Replacement of Mobile Equipment(See note 2 below)	$0		$0
Property Purchases	CH00102	No Change	$4,960,575		$0
Replacement of Mobile Equipment	CH00101	No Change	$21,496,509		$0
Replacement of Office Equipment and Furniture	CH00114	Delete - Transfer to Capital Projects (See Note 3 Below)	$0		$0
Residential - Building Permit Revenue Stabilization		No Change		$210,074	$0
Services for Unsubdivided Lands		No Change	$2,590,113		$0
Uninsured Losses	CH00117	Delete - Transfer to new reserve for Self Insurance(See note 4 below)		$0	$0
Self Insurance	NEW	New - Self insurance reserve for Auto, Property & Public Liability	$0	$2,379,690	$0
Workers' Compensation	CH00118	Change to Reserve Fund (See Note 5 below)			$9,297,325
Working Funds:	CH00172		$0		$0
- Annualization		Delete - Transfer to Tax Stabilization (See Note 6 below)		$0	$0
- Deferred Income Plan for city Council Members	NEW	Change to Reserve Fund (See Note 7 below)			$844,829
- Dundurn Castle Restoration		Delete - Transfer to Capital Projects (See Note 8 below)	$0		$0
- Election Expenses	NEW	No Change		$138,673	
- Employee Benefits		Delete - Transfer to reserve for Emp. Benefits Stabilization(See note 9 below		$0	$0
- Employee Benefits Stabilization	NEW	New - Employee Benefit Stabilization	$0	$3,071,498	$0
- Hamilton Scourge Foundation	NEW	Change to Reserve Fund (See Note 10 below)			$16,120
- Historic Fire Engine		Delete - Transfer to Contingency (see Note 11 below)			$0
- Hosting Conferences	NEW	No Change		$90,809	$0
- Hosting of Special dignitaries	NEW	No change		$34,555	$0
- Project Management		Delete - Transfer to Work -in -progress(See Note 12 below)		$146,135	$0
- Reality Taxes - Beach Strip Properties		Delete - No Funds remaining Contingency can be used in the future		$0	$0
- Sick Leave	NEW	Change to Reserve Fund (See Note 13 below)			$5,168,516
- Snow Control/Storm Damage		Delete - Transfer to Tax Stabilization (See Note 14 below)		$0	$0
- Special Events Subsidy		No Change		$2,726	$0
- Systems Improvements	NEW	No Change		$267,196	$0
- Tax and Assessment Appeals		Delete - Transfer to new Tax w/o ass.app & reserve for contaminated		$0	$0
		Properties (See Note 15 below)			
- Tax Stabilization	NEW	No Change		$10,662,379	$0
- Working Funds - Unspecified		Delete - Allocate to new Working Funds Current & Capital(See Note 16 belo		$0	$0
- Working Funds - Current Operations	NEW	New - Working Funds for Current Operations	$0	$8,000,000	$0
- Working Funds - Capital Operations	NEW	New - Provides financing for internal financing	$4,210,319		$0
- Tax Write-offs Assessment Appeals& Contaminated Properti	NEW	New - Replaces year-end statement entry for prov for doubtful a/c's	$0	$3,847,071	$0

RESERVE FUNDS					$0
Acquisition of Proper[illegible]der the Planning Act	CH00201	No Change		$1,632,587	$0
Capital Projects - General	CH00203	Reclassifaction from reserve fund to reserve	$8,275,983		$0
Cemetery Building Fund - Niches		No Change		$10,089	$0
City Vehicle Insurance	CH00290	Delete - Transfer to New Self Insurance Reserve (See Note 17 below)		$0	$0
Development Charges	CH00212	No Change		$0	$4,932,015
Hamilton Commercial Facade Program		No Change		$0	$1,483,926
Hamilton Community Heritage Fund		No Change		$0	$821,915
Hamilton Entertainment & Convention Facilities Inc.		Delete - Transfer to new HECFI Capital & Current(See note18 below)		$0	$0
HECFI - Capital	NEW	New - HECFI Capital Reserve	$1,601,839	$0	$0
HECFI - Current	NEW	New- HECFI Current Reserve	$0	$250,000	$0
Hamilton Public Library - Capital Projects	CH00204	Delete Transfer to Capital Projects (see note 19 below)		$0	$0
Hamilton Rehabilitation Loan Program		No Change		$0	$797,683
Off Street Parking		No Change		$68,494	$0
PARCIL Project		Delete - Transfer to Capital Projects (See note 20 below)		$0	$0
Park Improvements at Ivor Wynne Stadium		Delete - Transfer to Capital Projects (See Note 21 below)		$0	$0
S.P.C.A. Capital Projects		Delete - Transfer to Capital Projects (See Note 22 below)		$0	$0
				$0	$0
Grand Total			$50,820,200	$33,153,077	$23,362,329

Specific Recommendations:

Note 1. Housekeeping. Consolidation into one reserve.

Note 2. Housekeeping - Consolidation with Equipment reserve.

Note 3. Housekeeping - Consolidation into one reserve for Capital Program

Note 4. Housekeeping - Consolidation of two reserves into one.

Note 5. Housekeeping - Reclassification of reserve to reserve fund

Note 6. Housekeeping - Consolidation into one reserve.

Note 7. Reclassifaction from reserve to reserve fund, Funds are specific to elected officials retirement plan.

Note 8. Housekeeping - Consolidation into one reserve.

Note 9. Housekeeping - Consolidation into one reserve.

Note 10. Housekeeping - Reclassification from reserve to reserve fund

Note 11. Housekeeping - Reserve no longer required.

Note 12. Housekeeping - Funds are for capital project and should be in Capital .

Note 13. Housekeeping - No funds remaining . Currently funded from current budget.

Note 14. Reclassifaction of reserve to reserve fund.

Note 15. Housekeeping - Consolidation into one reserve.

Note 16. Housekeeping - reallocation of unspecified working funds to current and capital working funds

Note 17. Reclassifaction of reserve fund to reserve for self insurance

Note 18. Housekeeping - reclassifaction from reserve fund to working funds capital & current for HECFI

Note 19. Housekeeping - Reclassifaction from reserve fund to reserve and consolidation into one reserve for Capital projects.

Note 20 Housekeeping - Reclassifaction from reserve fund toreserve and consolidation into one reserve

Note 21 Housekeeping - Reclassifaction from reserve fund toreserve and consolidation into one reserve

Note 22. Housekeeping - Reclassifaction from reserve fund toreserve and consolidation into one reserve

City of Hamilton
Capital Cash Forecast 1996-2007

20-Jun-96 Amor - 10

Appendix - B

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Opening Balance	$50,000 0	$45,476 0	$29,747 1	$23,319 9	$21,369.2	$18,684 2	$15,381.4	$13,386.7	$10,075 1	$6,386.6	$1,995 0
Internal Debt Requirements	$4,524.0	$16,373.0	$9,401.0	$6,263.0	$7,889.0	$9,630.0	$9,693.0	$12,390.0	$14,531.0	$17,303.0	$12,709.4
Debt Repayments											
1997		$644 1	$644.1	$644.1	$644.1	$644.1	$644.1	$644.1	$644.1	$644.1	$644.1
1998			$2,329 7	$2,329.7	$2,329.7	$2,329.7	$2,329.7	$2,329.7	$2,329.7	$2,329.7	$2,329.7
1999				$1,338.5	$1,338.5	$1,338.5	$1,338.5	$1,338.5	$1,338.5	$1,338.5	$1,338.5
2000					$891.7	$891.7	$891.7	$891.7	$891.7	$891.7	$891.7
2001						$1,123.2	$1,123.2	$1,123.2	$1,123.2	$1,123.2	$1,123.2
2002							$1,371.1	$1,371.1	$1,371.1	$1,371.1	$1,371.1
2003								$1,380.1	$1,380.1	$1,380.1	$1,380.1
2004									$1,764.1	$1,764.1	$1,764.1
2005										$2,068.9	$2,068.9
2006											$2,463.6
2007											
2008											
2009											
2010											
2011											
2012											
2013											
2014											
2015											
2016											
Total		$644.1	$2,973.8	$4,312.3	$5,204.0	$6,327.2	$7,698.3	$9,078.4	$10,842.5	$12,911.4	$15,375.0
Closing Balance	$45,476 0	$29,747.1	$23,319.9	$21,369.2	$18,684.2	$15,381.4	$13,386 7	$10,075.1	$6,386.6	$1,995.0	$4,660.6
Net Cash Required	$4,524 0	$15,728 9	$6,427.2	$1,950.7	$2,685.0	$3,302.8	$1,994.7	$3,311.6	$3,688.5	$4,391.6	($2,665.6)
Debt Charges											
Internal	$0.0	$644.1	$2,973.8	$4,312.3	$5,204.0	$6,327.2	$7,698.3	$9,078.4	$10,842.5	$12,911.4	$15,375.0
External 1996	$776.0	$4,013.0	$4,013.0	$4,013.0	$4,013.0	$4,013.0					
Existing external	$12,742.0	$10,608 0	$9,848.0	$8,107.0	$6,516.0	$6,521.0	$6,511.0	$3,486.0	$3,067.0	$1,255.0	$1,255.0
	$13,518 0	$15,265.1	$16,834.8	$16,432.3	$15,733.0	$16,861.2	$14,209.3	$12,564.4	$13,909.5	$14,166.4	$16,630.0
Debt Charges Budget	$15,059 0	$15,059.0	$15,059.0	$15,059.0	$15,059.0	$15,059.0	$15,059.0	$15,059.0	$15,059.0	$15,059.0	$15,059.0
Diff over/(under)	($1,541 0)	$206 1	$1,775 8	$1,373 3	$674.0	$1,802 2	($849.7)	($2,494.6)	($1,149 5)	($892.6)	$1,571.0
Diff accum	($1,541.0)	($1,334.9)	$440.9	$1,814.2	$2,488 2	$4,290 4	$3,440.7	$946.1	($203.4)	($1,096.0)	$475.0

CITY OF HAMI
WCB - Reserve Forecast

20-Jun-96 03:53 PM

Appendix -C

	Last 3 Yr.A	1995 $ 000's	1996 $ 000's	1997 $ 000's	1998 $ 000's	1999 $ 000's	2000 $ 000's	2001 $ 000's	2002 $ 000's	2003 $ 000's	2004 $ 000's	2005 $ 000's	2006 $ 000's	2007 $ 000's	2008 $ 000's	2009 $ 000's	2010 $ 000's
Reserve Balance @ Begining Year			$9,297.3	$10,902.2	$12,521.0	$14,152.5	$15,795.2	$17,447.5	$19,107.9	$20,774.5	$22,445.2	$24,117.9	$25,790.2	$27,459.7	$29,123.5	$30,778.7	$32,422.2
Transfer In:																	
Corporate Contribution		$1,500.0	$1,500.0	$1,500.0	$1,500.0	$1,500.0	$1,500.0	$1,500.0	$1,500.0	$1,500.0	$1,500.0	$1,500.0	$1,500.0	$1,500.0	$1,500.0	$1,500.0	$1,500.0
Public Works - Recoverable		$650.0	$600.0	$600.0	$600.0	$600.0	$600.0	$600.0	$600.0	$600.0	$600.0	$600.0	$600.0	$600.0	$600.0	$600.0	$600.0
Reallocation from Benifit costs		$0.0	$950.0	$950.0	$950.0	$950.0	$950.0	$950.0	$950.0	$950.0	$950.0	$950.0	$950.0	$950.0	$950.0	$950.0	$950.0
Reallocation from Sick Leave			$300.0	$300.0	$300.0	$300.0	$300.0	$300.0	$300.0	$300.0	$300.0	$300.0	$300.0	$300.0	$300.0	$300.0	$300.0
Sub-Total		$2,150.0	$3,350.0	$3,350.0	$3,350.0	$3,350.0	$3,350.0	$3,350.0	$3,350.0	$3,350.0	$3,350.0	$3,350.0	$3,350.0	$3,350.0	$3,350.0	$3,350.0	$3,350.0
Interest @ 5 %			$464.9	$545.1	$626.1	$707.6	$789.8	$872.4	$955.4	$1,038.7	$1,122.3	$1,205.9	$1,289.5	$1,373.0	$1,456.2	$1,538.9	$1,621.1
Total			$3,814.9	$3,895.1	$3,976.1	$4,057.6	$4,139.8	$4,222.4	$4,305.4	$4,388.7	$4,472.3	$4,555.9	$4,639.5	$4,723.0	$4,806.2	$4,888.9	$4,971.1
Transfer out::																	
Annual Benifit Payments	$1,807.1	$1,820.7	$1,807.0	$1,861.2	$1,917.0	$1,974.6	$2,033.8	$2,094.8	$2,157.7	$2,222.4	$2,289.1	$2,357.7	$2,428.5	$2,501.3	$2,576.3	$2,653.6	$2,733.2
WCB Adminstration	$403.2	$407.9	$403.0	$415.1	$427.5	$440.4	$453.6	$467.2	$481.2	$495.6	$510.5	$525.8	$541.6	$557.8	$574.6	$591.8	$609.6
Total	$2,210.3	$2,228.6	$2,210.0	$2,276.3	$2,344.6	$2,414.9	$2,487.4	$2,562.0	$2,638.9	$2,718.0	$2,799.6	$2,883.5	$2,970.1	$3,059.2	$3,150.9	$3,245.5	$3,342.8
Reserve Balance at End of Year		$9,297.3	$10,902.2	$12,521.0	$14,152.5	$15,795.2	$17,447.5	$19,107.9	$20,774.5	$22,445.2	$24,117.9	$25,790.2	$27,459.7	$29,123.5	$30,778.7	$32,422.2	$34,050.5
Actuarial Liability(plus 3%)		$21,118.0	$21,751.5	$23,012.9	$24,262.0	$25,530.2	$26,816.7	$28,122.6	$29,448.8	$30,796.5	$32,167.1	$33,562.2	$34,983.6	$36,433.4	$37,913.8	$39,427.7	$40,978.0
Plus 5% of unfunded liability			$591.0	$542.5	$524.6	$505.5	$486.8	$468.5	$450.7	$433.7	$417.6	$402.5	$388.6	$376.2	$365.5	$356.8	$350.3
Total			$22,342.6	$23,555.3	$24,786.6	$26,035.6	$27,303.5	$28,591.0	$29,899.5	$31,230.2	$32,584.7	$33,964.7	$35,372.2	$36,809.6	$38,279.3	$39,784.5	$41,328.3
Funding %			49%	53%	57%	61%	64%	67%	69%	72%	74%	76%	78%	79%	80%	81%	82%

Assumptions:
Interest earned % 5%
Annual payments based on last 3 years actual and increased by 3% a year
Annual adminstration based on last 3 years actual plus 3 % increase each year
Annual contributions at $3.350 million per year for 15 years

	Last 5 Yr.A	1995 $ 000's	1996 $ 000's	1997 $ 000's	1998 $ 000's	1999 $ 000's	2000 $ 000's	2001 $ 000's	2002 $ 000's	2003 $ 000's	2004 $ 000's	2005 $ 000's	Total $ 000's
Reserve Balance @ Begining Year			$21,496.5	$21,783.2	$21,627.6	$20,753.1	$21,451.2	$21,919.7	$22,246.2	$21,503.2	$21,150.4	$21,104.6	
Transfer In:													
Depreciation:													
City Garage pool		$200.0	$200.0	$130.0	$130.0	$130.0	$130.0	$130.0	$130.0	$130.0	$130.0	$130.0	$1,370.0
Fire		$565.8	$565.8	$565.8	$565.8	$565.8	$565.8	$565.8	$565.8	$565.8	$565.8	$565.8	$5,658.0
Parking Authority		$26.1	$26.1	$26.1	$26.1	$26.1	$26.1	$26.1	$26.1	$26.1	$26.1	$26.1	$261.0
Fleet Services		$1,797.0	$1,800.0	$1,300.0	$1,300.0	$1,300.0	$1,300.0	$1,300.0	$1,300.0	$1,300.0	$1,300.0	$1,300.0	$13,500.0
Sub-Total		$2,588.9	$2,591.9	$2,021.9	$2,021.9	$2,021.9	$2,021.9	$2,021.9	$2,021.9	$2,021.9	$2,021.9	$2,021.9	$20,789.0
Major Repairs	$598.4	$480.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Fleet Services Surplus													$0.0
Interest @ 7 %			$1,504.8	$1,524.8	$1,513.9	$1,452.7	$1,501.6	$1,534.4	$1,557.2	$1,505.2	$1,480.5	$1,477.3	$15,052.5
Total			$4,096.7	$3,546.7	$3,535.8	$3,474.6	$3,523.5	$3,556.3	$3,579.1	$3,527.1	$3,502.4	$3,499.2	$35,841.5
Transfer out::													
Purchase of Replacements:													
City Garage Pool	$224.6	$674.0	$200.0	$206.0	$212.2	$218.5	$225.1	$231.9	$238.8	$246.0	$253.4	$261.0	$2,292.8
Fire	$757.3	$1,021.6	$1,200.0	$1,236.0	$1,870.0	$160.0	$360.0	$454.0	$1,463.0	$935.0	$515.0	$749.0	$8,942.0
Parking Authority	$9.8		$10.0	$10.3	$10.6	$10.9	$11.3	$11.6	$11.9	$12.3	$12.7	$13.0	$114.6
Fleet Services	$1,416.9	$1,133.2	$2,400.0	$2,250.0	$2,317.5	$2,387.0	$2,458.6	$2,532.4	$2,608.4	$2,686.6	$2,767.2	$2,850.2	$25,258.0
Sub-Total	$2,408.6	$2,828.8	$3,810.0	$3,702.3	$4,410.3	$2,776.5	$3,055.0	$3,229.8	$4,322.1	$3,879.9	$3,548.2	$3,873.2	$36,607.4
Fleet Services Deficit													
Major Repairs		$120.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Total			$3,810.0	$3,702.3	$4,410.3	$2,776.5	$3,055.0	$3,229.8	$4,322.1	$3,879.9	$3,548.2	$3,873.2	$36,607.4
Reserve Balance at End of Year		$21,496.5	$21,783.2	$21,627.6	$20,753.1	$21,451.2	$21,919.7	$22,246.2	$21,503.2	$21,150.4	$21,104.6	$20,730.6	
Impact on Rates:													
Reduction in Depreciation			($477.0)	($570.0)									($1,047.0)
Increase in Depreciation					$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0

Assumptions: Option 5
Inflation over 10 year period = 3%
Interest Rate (earned) = 7%
Transfers In:
Depreciation In = base year 1996 at same level as 1995 or $1.8million. 1997 reduced by $570,000 and no increase thereafter
Allowance for Major Repairs eliminated
Transfers Out:
City Garage = 5 year average in 1996, increased by inflation thereafter
Fire = Actual per Capital Budget
Parking Authority = 5 year average in 1996, increased by inflation thereafter.
Fleet Services = Capital Budget amount of $2.4 million in 1996. Reduced to $2.25 million in 1997 and increased by inflation thereafter.
Major Repairs = Eliminated from reserve and funded from current operations

4. (b.)

CITY OF HAMILTON

- INFORMATION -

DATE: 1996 June 26

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Requested Information Report - Downtown Taxes

BACKGROUND:

At the Finance and Administration Committee meeting of May 21, 1996, an Information Report regarding Options on Downtown Taxes was tabled by the Committee. At that meeting, the Mayor indicated that he would be meeting with the Assessment Commissioner to discuss and clarify the assessment information contained in the report.

DISCUSSION:

A meeting was held in the Office of the Mayor on May 22, 1996. In attendance were the Mayor, the Regional Chairman, the Chairman of the Finance and Administration Committee, Alderman Caplan, representatives of the Downtown Promenade and International Village Business Improvement Areas, the Regional Assessment Commissioner and staff. During the course of that meeting, the property tax information provided by the Assessment Commissioner for the previous Information Report and alternate sources of information on downtown taxes were discussed. It was agreed that the representatives of the B.I.A.'s coordinated by Ms. Mary Pocius of the International Village B.I.A. would assemble information on downtown tax levels to be submitted to a subsequent meeting of the Finance and Administration Committee.

Staff have been in communication with Ms. Pocius, who advises that the required information is in the process of being assembled, and will be available to be considered in conjunction with the previously tabled report at the August meeting of the Finance and Administration Committee.

Allan C. Ross

c.c. J. Pavelka, Chief Administrative Officer
P. Noé Johnson, City Solicitor

4. (c.)

CITY OF HAMILTON

- RECOMMENDATION -

JUN 25 1996

DATE: 1996 June 24

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Write off of outstanding business taxes

RECOMMENDATION:

That outstanding business taxes in the amount of $ 914,244.76 be written-off in accordance with Section 441 of the Municipal Act, R.S.O. 1990 and charged to account CH53401 24106, Tax Write-offs.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The City's share of the write-off amounts to approximately $ 229,000. The balance will be recovered from the Region and the Boards of Education.

BACKGROUND:

The attached report summarizes outstanding business taxes in the amount of $914,244.76 which are deemed to be uncollectible and are being recommended for write-off. These accounts are classified as accounts which have been assigned to a collection agency, accounts which are bankrupt and administered by a Public Trustee and accounts which have been incorrectly assessed and the deadline for appeal has expired. For your information, this is the first write-off list presented by the Treasury Department for approval in 1996. In 1995, City Council approved a total of $1,259,351.85 in business tax write-offs.

It is anticipated that the total amount recommended for write-off in 1996 will be in the range of $ 1.5M.

The current list includes a significant number of business accounts which had closed, gone out of business and were assigned to the collection agency over the past several years. Final closeout reports were delayed due to the agency directing their resources toward active accounts which were still in business and for which there was a higher probability of collection.

It is our intention to increase the use of Bailiffs to collect accounts which are still active. Towards this end, a message was included on the Final Notices sent to delinquent business taxpayers in June 1996 which advised that the account may be assigned to a Bailiff for collection should the account not be paid or suitable payment arrangements made by the due date. Accordingly, there will be a significant increase in the number of accounts assigned to the Bailiff in July 1996. The increased use of Bailiffs will provide us with additional resources and a more effective method of collection.

A copy of the schedule listing the details of these Write-Offs is available to Members of Council on a Private and Confidential basis from the Committee Secretary.

4. (d.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 June 26

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Bailiffs - Extension of agreement with ABS Bailiff Services

RECOMMENDATION:

That the agreement with ABS Bailiff Services for the collection of outstanding business tax arrears be extended to September 30, 1996.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: Allan C Ross

BACKGROUND:

On March 27, 1996, staff submitted a report to the Finance & Administration Committee summarizing the results of a 90 trial program which the City entered into with ABS Bailiff Services for the collection of outstanding business taxes. Based on the success of that project, it was recommended that the City continue to utilize the services of this firm to July 31, 1996, and request " letters of interest" for the on-site collection of business tax arrears from other Bailiffs licenced to operate in the City of Hamilton in order to provide for the expansion of the present program on a permanent basis.

It was originally anticipated that staff would have been able to complete this process and be in a position to make a recommendation for expansion of the program by July 31, 1996. However, due to reassignment of staff and other priorities within the department the process has not as yet been completed.

Accordingly, it is being recommended that the City extend the agreement with ABS Bailiff Services for a further 2 month period in order to allow suffficient time to receive and evaluate responses from other bailiffs. A report with recommendations for expansion of the existing program will be submitted to the Committee in September 1996.

JUN 2 1996

CITY OF HAMILTON

- RECOMMENDATION -

5.

DATE: 1996 June 25

REPORT TO: Ms. S. Reeder, Secretary
Finance and Administration Committee

FROM: D. Lobo
Director Of Public Works

SUBJECT: Termination of Street Vendor Agreement for #9 King Street East

RECOMMENDATION:

a) That, subject to prior authority of item 8(c) of the F&A report to Council on 1996, May 28, as a result of the failure of the vendor to comply with the operating commitments and standards, the agreement between the vendor, Mr. Jamshid Haidary, and the City for the provision of Street Vending Services at #9 King St. East be terminated;

b) That, as the result of the above termination, Mr. Haidary be given a refund in the amount of $6,000 of his original $7,000 fee paid for the right to operate at this site.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Loss of $6,000 revenue by the City.
Possible claim for Damages by the Vendor

BACKGROUND:

On May 21, 1996, the F&A Committee (and subsequently, Council) approved a recommendation relative to this matter directing staff to monitor this vendor, Mr. Haidary, for the trial period to June 28 1996. The recommendation was brought forward as a result of a discussion involving Mr. Haidary and his lawyer with City staff about the vendor's ability to comply with the terms and conditions of the RFP. Specific concerns relative to location, cleanliness (smoking and hand washing) and blocking traffic were discussed. Mr. Haidary's lawyer also took the time to summarize the results of the discussion and include them in a written submission which was circulated at the above mentioned F&A Committee meeting held on May 21. The submission indicated that Mr. Haidary was aware of and, specifically, does "not object to having his vending operation monitored to ensure that the (above) measures have been adhered to". Staff are of the opinion that Mr. Haidary has not fulfilled the commitments as outlined in his lawyer's submission nor has he followed the standards as outlined in the RFP document and his bid in response to the RFP.

The submission (dated May 21, 1996) by the lawyer for Mr. Haidary to the F&A Committee specifically addressed (on page 2):

Cleanliness of the Operation: *It was submitted that "he does not and will not in future smoke at his cart while serving food. He will take his breaks away from the cart and will wash his hands prior to serving."*

The vendor **did not comply** with this condition. During the monitoring period, staff observed the vendor or his helper smoking on ten occasions away from the cart (May 23, 28, 31, June 3, 6, 7, 11, 13, 13, 13) and one occasion at the cart (helper - June 6 - while Mr. Haidary was present). For the above occasions staff observed the smoker wash his hands on only three of the eleven occasions before handling food. On one occasion the vendor did not wash but may have done a fast rinse and wipe using paper towel. On the first (May 23rd) occasion, the vendor was also eating a muffin. On his first bite, he spit out the piece of muffin into his hand. Shortly thereafter he proceeded to serve a customer and handled the food without having washed his hands first. His response to the event was that he "didn't know about the need to wash his hands after smoking". When he was advised that this issue was covered during the meeting with him and his lawyer and City staff in the meeting, and subsequently summarized in the submission by his lawyer, he indicated that he "hadn't read the submission, ...didn't know .... didn't understand". The rest of the smoking infractions occurred after the above occasion and instruction.

The H.W. Region Health Inspector for this area confirmed that if the above smoking events (without hand washing) had been observed by the Inspector, he would have ticketed the vendor.

Blocking Traffic and HSR Buses on King St.: *It was submitted that "Jamshid will no longer unload his cart and supplies in the north lane on King East when setting up in the mornings. Instead, he will park his vehicle and unhitch his cart in his parking lot space north of King Street and will walk his cart to his spot which will avoid blocking traffic on King Street .....". The lawyer subsequently telephoned staff on June 7, 1996, to advise that the front tires on Mr. Haidary's cart were soft and he was having difficulty pushing the cart from the parking lot on corner of King William and James North. He would do as staff suggested and pull his car up and unhitch his cart, etc., in the east lane of James St North, just north of King.*

The vendor **did not comply** with this condition. During the monitoring period, staff randomly observed the vendor pulling his car up on King Street and blocking traffic and buses on King St. on seven occasions (May 31, June 3, 11, 12, 13, 14 and 18). At no time before or after the telephone call (from lawyer on June 7) did staff observe Mr. Haidary pulling up on east lane of James north UNTIL June 20, two days after the vendor had installed new wheels and tires on the front of his cart. A witness indicated to staff on June 15 that, as of that date, the vendor had always pulled his car up on King, blocking traffic, and never on James.

Use of City Fixtures: *It was submitted that "Mr. Haidary will not place any objects on City fixtures or use the same in any way".*

The vendor **did not comply** with this condition. During the monitoring period, staff observed 5 occasions when friends of the vendor utilized the City planter as a sitting area. There was one occasion when the helper and another person were utilizing the City garbage container as a saw-horse to cut a piece of wood or plastic. Vendor also uses the City tree at that location to tie up one of his two umbrella's.

Placement of the Cart at # 9 King St. East: *It was submitted that "Mr. Haidary is willing to set up and vend from this spot".*
The vendor **did comply.** There were some minor problems regarding interference with the pedestrian walk way early in the process, but these problems were corrected.

There were other matters of concern which arose during the monitoring period. During the telephone conversation of June 7, Mr. Haidary's lawyer also advised that when Mr. Haidary needed to take a break, his cart would be operated by his girl friend ("Luana"). During the monitoring period staff observed the girl friend operating the cart only twice (June 11, 14). The usual helper who assists Mr. Haidary and operates the cart in Mr. Haidary's absence is male. He very often is working with Mr. Haidary and does cover for the vendor when he is away from the cart. Mr. Haidary described him as a friend who helps him but doesn't actually work for him. There was a complaint that this same individual was also involved in an incident in which he harassed the street vendor on the opposite corner. The incident involved yelling, swearing and blocking customer access to other vendor's cart with his bike. At this point Mr. Haidary described him as someone he knows, someone who sometimes helps him, but someone he has no control over.

On June 7, a female store attendant from # 11 King St. came out to the cart and handed Mr. Haidary a large hot dog bun. Mr. Haidary tried to return it to her. Her actions seemed to indicate an unwillingness to take it back. Both had handled the bun with their bare hands. Finally, Mr. Haidary returned the bun the shelf on the cart with the other buns.

Mr. Haidary's operating plan indicated that he would operate his cart daily from 11:00 am to 5:00pm, Monday to Friday inclusive. During the monitoring period staff observed that Mr. Haidary has altered that plan without informing staff. He operates well past 5:00 pm and he has added Saturdays. He has altered his menu prices without seeking approval.

To summarize:
- the vendor did agree to the monitoring period;
- the problems and conditions were discussed prior to the monitoring period;
- the conditions and proposed corrections were confirmed in writing by his lawyer;
- the vendor, knowing that he was being monitored, still failed to comply with all but one of the conditions.
- some of the activities reported above would have resulted in charges being laid if a Health Inspector had been able to observe them.

It is the opinion of the staff that this vendor would require constant monitoring throughout the duration of a three year agreement and, even with such monitoring, the vendor would not comply with the operating terms and conditions. Secondly, the Public Works and Traffic Department does not have the resources to provide this type of monitoring on an on-going basis. Therefore, it is recommended that the agreement with this vendor be terminated immediately.

The amount of refund proposed takes several factors into consideration. The first is that the Street Vendors themselves consider May and June as the peak sales months, excluding special events. This vendor has had the opportunity to operate through out this period. Secondly, the amount of

staff time and effort spent in monitoring the operation is far above the resources normally available to perform this function. The third factor is that the vendor was offered a full refund to voluntarily withdraw from the agreement prior to this point.

Most of the monitoring was performed by Doug Farquhar. The monitoring methods included on site inspections, walk-by and drive-by checks, and periods of observation from various locations near the site. The length of these periods of observation ranged from about 20 minutes to about an hour and half. Inspection reports were utilized and filed. Some of the early drive-by checks to confirm operating time and location were performed by a Foreman in Public Works. The Health Department was informed of the activities and timing of smoking etc, and their inspectors did carry out inspections. However, they were unable to spend the amount of time required to observe those smoking infractions.

Based on a prior Council authority, the vendor has until July 2, 1996 to provide a discharge/release of his agreement and accept a full refund of his fee. If he chooses to supply the documentation and accept the full refund, this recommendation does not apply and should be subject to item 8(c) of the F&A Committee report as approved by Council on May 28, 1996.

DF/

CITY OF HAMILTON

- RECOMMENDATION -

6.

DATE: 1996 June 25

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. L. King
Building Commissioner

SUBJECT: 5% Land Dedication - 1 Year Moratorium of Collection of Fees for Single Family Dwelling

RECOMMENDATION:

That the City Solicitor be authorized and directed to prepare an amendment to By-Law 84-252 to allow land to be developed for the purpose of a single family dwelling where land in the amount equal to 5% of the area to be developed, or cash equivalent, has not been conveyed to the City where the building permit has been applied for between July 10, 1996 to July 11, 1997 and the building permit has been issued by August 1, 1997.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Revenue to reserve for parkland acquisitions will be adversely affected. In 1995 revenue from the 5% Land Dedication amounted to $333,970.

BACKGROUND:

The Finance and Administration Committee at their meeting of June 18, 1996 requested that the report be brought back to the next Committee meeting describing a one year elimination of 5% Land Dedication for all single family dwellings. By-Law 84-252, as amended, known as the 5% Land Dedication By-Law, requires that land must be conveyed to the City equal to 5% of the area proposed to be developed or the equivalent paid in money prior to issuance of a building permit. The attached analysis of reserve for parklands indicates that the City received $333,970 in contributions for 5% Land Dedication in 1995. The second sheet, which is an analysis of the reserve for 5% parklands for the period of 1996 to 2005 indicates that we were expecting to receive $500,000 for 5% Land Dedication in 1996. The Province of Ontario, earlier this year, passed the legislation eliminating the Land Transfer Tax for first time home owners as a means

.../2

of encouraging home ownership. The land transfer for single family dwellings is in the range of $1,000 - $1,500 plus. An estimate of the value of the 5% Land Dedication for single family dwellings is in the range of $1,200 to $1,500 per lot.

The following numbers show that we have issued 133 building permits for single family dwellings so far this year in the amount of $15,430,000. At this point in time we also have an addition 37 applications being processed for single family dwellings in the Department. So far this year we have collected $242,550 in cash-in-lieu.

Statistics on Single Family Dwellings to Date

Month 1996	**Number of Permits Issued**	**Construction Value**
January	7	884,151
February	5	623,457
March	26	3,030,286
April	39	4,464,098
May	29	3,300,801
June (to date)	27	3,127,633
	133	$15,430,426

Applications being processed for Single Family Dwellings 37

It should be noted that each of these new single family dwellings for which permits have been issued will increase the assessment in the City of Hamilton and the amount of taxes collected. The taxes for these new single family dwellings are generally in the range of $1900.00 to $4000.00 per year in total taxes.

Two subdivision applications which have been identified as dedicating land or land and cash will not be dedicating land under this proposal.

c.c. J. Pavelka
J. Schatz
A. Ross
P. Noé Johnson
D. Lobo
R. Fair
D. Vyce

1) Statistics on SDF to date:

Month '1996	# Of Permits Issued	Construction Value
Jan	7	884,151
Feb	5	623,457
Mar	26	3,030,286
Apr	39	4,464,098
May	29	3,300,801
June(to date)	27	3,127,633
	133	$15,430,426
WIP – SDF	37	

2) Estimate on Property Tax/sq. ft

Based on the sampling of a few new SDF, a reasonable range of property tax per square footage is between $1.40–1.50. This is a very course estimate, because the property tax levied is actually based on the total assessment value of both land and building.

3) 5% Land Dedication Charge

As per our Property Department (Keith Anderson), the 5% Land Dedication charge for an SDF ranges from $1,300–1,500

4) Land Transfer Tax

As per the Land Registry Office, Land Transfer Tax is calucated as follows:

Up to $55,000	0.5%
$55,001 – 250,000	1.0%
$250,001 – 400,000	1.5%

THE CORPORATION OF THE CITY OF HAMILTON

ANALYSIS OF RESERVE FOR 5% PARK LANDS

PERIOD 1996–2005

DESCRIPTION	Proj. No.	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
OPENING BALANCE AS AT DECEMBER 31, 1995		2,332,587	463,389	171,558	(187,364)	118,268	334,181	560,890	798,935	1,048,882	1,311,326	
REVENUE												
5% LAND DEDICATION RESIDENTIAL SUB–DIVISION:												
– ESTIMATED AMOUNT EXPECTED TO BE RECEIVED		500,000	600,000	700,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	7,050,000
UNUSED/EXCESS CAPITAL FUND ON CLOSING OF A/CS		219,173										219,173
INTEREST INCOME		11,629	8,169	(8,922)	5,632	15,913	26,709	38,045	49,947	62,444	75,566	285,132
SUB–TOTAL		730,802	608,169	691,078	755,632	765,913	776,709	788,045	799,947	812,444	825,566	7,554,305
EXPENDITURE												
EXPRPPRIATION OF LAND – EST. OUTSTG. COMMITMENT		1,000,000										1,000,000
HAMILTON PLAY STRUCTURE REDEVELOPMENT	139, 140	200,000	100,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	1,500,000
HAMILTON PLAY STRUCTURE REDEVELOPMENT	142			100,000	100,000							200,000
CREATIVE PLAYSTRUCTURE NEW REDEVELOPMENT	146	100,000										100,000
PARK DEVELOPMENT AND REDEVELOPMENT	143, 144	600,000	600,000	600,000								1,800,000
PRIORITY PARK LAND ACQUISITION AND/OR PAYMENT OF PARKS CREDIT	148, 149	700,000	200,000	200,000	200,000	400,000	400,000	400,000	400,000	400,000	400,000	3,700,000
SUB–TOTAL		2,600,000	900,000	1,050,000	450,000	550,000	550,000	550,000	550,000	550,000	550,000	8,300,000
CLOSING BALANCE AS AT DECEMBER 31		463,389	171,558	(187,364)	118,268	334,181	560,890	798,935	1,048,882	1,311,326	1,586,892	

NOTE:

(1) **CONTINGENT LIABILITY: As of June 27, 1994 the City's park land credit balance (i.e. excess of 5% Land Dedication – 13.06 acres) is estimated at $1.4 to $1.6 million.**

(2) **Park development and redevelopment expenditures up to $600,000 per year for the years 1999–2005 are epected to be financed from the Development Charges By–Law subject to the availability of fund from the Reserve for Development Charges.**

(3) **Parkland Acquisition expenditures 1997 through 1999 upto $800,000 per year and 2000 through 2005 upto $600,000 per year are expected to be financed from the Development Charges By–Law subject to the availability of funds from the Reserve for Development Charges.**

File: Park–5%
Date: 05/09/96

City of Hamilton
Treasury

Reserve for Parklands
Summary of Revenues and Expenditures
for the Years 1991 – 1995

	1991	1992	1993	1994	1995
Balance – Beginning of year	3,824,316.59	2,963,664.65	2,964,059.49	3,578,474.85	3,151,622.80
REVENUES					
Recreational Land – 5% dedications	1,126,195.11	1,204,440.09	1,361,030.89	800,120.87	333,970.91
Investment income – own fund	548,678.62	354,482.95	235,613.66	182,726.18	265,108.01
Proceeds from sale of land, equipment	807,800.00	41,081.00	236,548.25	–	–
Proceeds from fees, service charges, etc.	1,665.00	–	–	–	–
Contributions from capital fund	84,989.52	1,035,934.64	23,351.00	52,734.94	10.15
	2,569,328.25	2,635,938.68	1,856,543.80	1,035,581.99	599,089.07
EXPENDITURES					
Park development and redevelopment	2,388,025.79	1,262,994.20	1,025,200.00	587,000.00	600,000.00
Land acquisition and related costs	841,954.40	1,022,549.64	66,928.44	675,434.04	575,124.81
Playstructure development	200,000.00	350,000.00	150,000.00	200,000.00	243,000.00
	3,429,980.19	2,635,543.84	1,242,128.44	1,462,434.04	1,418,124.81
Balance – End of year	2,963,664.65	2,964,059.49	3,578,474.85	3,151,622.80	2,332,587.06

JUNK

The Corporation of the City of Hamilton

BY-LAW NO. 84-252

Respecting:

CONVEYANCE OF LAND FOR PARK PURPOSES

WHEREAS section 41 of The Planning Act, 1983 provides that a council of a municipality may enact a by-law to require conveyance of land for park purposes as a condition of development or redevelopment of lands for residential purposes.

NOW THEREFORE the Council of The Corporation of the City of Hamilton enacts as follows:

1. In this by-law,

(a) "city" means the municipality of the city of Hamilton;

(b) "council" means the council of the city;

(c) "development" means,

(i) the construction, erection or placing of one or more buildings or structures on land; or

(ii) the making of an addition or alteration to or within a building or structure that has the effect of increasing the number of dwelling units or the size of the useability of the building or structure;

(d) "Minister" means Minister of Municipal Affairs and Housing;

(e) "money" means legal tender or an irrevocable letter of credit from a Canadian chartered bank;

(f) "redevelopment" means the removal of a building or structure or more than one building or structure from land and the construction, erection or placing of one or more buildings or structures on land.

2. No land in the city shall be developed or redeveloped for residential purposes unless and until land in an amount equal to five per cent of the land proposed for the development or redevelopment for residential purposes is conveyed to the city for park or other recreational purposes.

3. (1) Notwithstanding section 2, payment may be made, with the approval of council, of money to the value of land otherwise required to be conveyed under section 2 in lieu of such conveyance, in accordance with subsection 41(6) of The Planning Act, 1983.

(2) The council may accept payment of money referred to in subsection 1 by irrevocable letter of credit in an amount equal to the legal tender and such letter of credit shall include an amount of interest or rate of interest as council may determine.

(3) Where the council accepts an irrevocable letter of credit referred to in subsection 1, the amount of legal tender to which the letter of credit is equivalent and the accrued interest on such legal tender shall be paid to the city within one year of acceptance by council.

4. Sections 2 and 3 shall not apply to land that is redeveloped where the number of dwelling units constructed,

(a) is in replacement of the number of dwelling units removed, or

(b) is in excess of the number of dwelling units removed, only to the extent of the number of dwelling units removed.

5. Every person who develops or redevelops land contrary to sections 2 and 3 is guilty of an offence and is liable to a fine of not more than $2,000.

6. By-law No. 74-38, as amended by By-laws Nos. 75-53 and 78-70, is repealed.

PASSED on the 27th day of November A.D. 1984.

City Clerk

Mayor

(1984) 23 R.P.D.C. 8, November 13

Bill No. C-86

The Corporation of the City of Hamilton

BY-LAW NO. 85-173

To Amend:

By-law No. 84-252

Respecting:

CONVEYANCE OF LAND FOR PARK PURPOSES

WHEREAS By-law No. 84-252, passed on the 27th day of November, 1984, in accordance with section 41 of The Planning Act, 1983, requires conveyance of land for park purposes or money to the value of the land as a condition of development or redevelopment;

AND WHEREAS clause 1(c) of By-law No. 84-252 defines development as follows:

(c) "development" means,

(i) the construction, erection or placing of one or more buildings or structures on land; or

(ii) the making of an addition or alteration to or within a building or structure that has the effect of increasing the number of dwelling units or the size of the useability of the building or structure;

AND WHEREAS it is desirable that an increase in the size or useability of a building or structure not be considered as development.

NOW THEREFORE the Council of The Corporation of the City of Hamilton enacts as follows:

1. Subclause 1(c)(ii) of By-law No. 84-252 is amended by striking out "or the size of the useability of the building or structure" at the end thereof.

PASSED this 27th day of August, A.D. 1985.

City Clerk Mayor

(1985) 24 R.P.D.C. 14, August 27

Ontario

OFFICE CONSOLIDATION

Planning Act

Revised Statutes of Ontario, 1990
Chapter P.13

as amended by:
1991, Chapter 9, s. 1; 1991, Chapter 15, ss. 41, 42; 1993, Chapter 26, ss. 49-66; 1993, Chapter 27, Sched.; 1994, Chapter 2, ss. 40-49; 1994, Chapter 4, ss. 14, 15; 1994, Chapter 23, ss. 3-50

March 1995

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CODIFICATION ADMINISTRATIVE

Loi sur l'aménagement du territoire

Lois refondues de l'Ontario de 1990
Chapitre P.13

tel qu'il est modifié par :
l'art. 1 du chap. 9 de 1991; les art. 41 et 42 du chap. 15 de 1991; les art. 49 à 66 du chap. 26 de 1993; l'annexe du chap. 27 de 1993; les art. 40 à 49 du chap. 2 de 1994; les art. 14 et 15 du chap. 4 de 1994; les art. 3 à 50 du chap. 23 de 1994

mars 1995

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municipality under subsection (8) or with any part thereof, including the terms of any agreement required, the owner of the land may require the plans or drawings or the unsatisfactory requirements or parts thereof or the agreement, as the case may be, to be referred to the Municipal Board by written notice to the secretary of the Board and to the clerk of the municipality or to the clerk of the county or regional, metropolitan or district municipality in the case of a requirement made by a county or regional, metropolitan or district municipality, and the Board shall then hear and determine the matter in issue and settle and determine the details of the plans or drawings and approve the same and settle and determine the requirements, including the provisions of any agreement required, and the decision of the Board is final.

la municipalité régionale, de district ou de communauté urbaine et visées au paragraphe (8), y compris les conditions de la convention, le propriétaire peut demander que les plans ou dessins ou la convention ou tout ou partie des conditions qu'il estime non satisfaisantes, selon le cas, soient renvoyés à la Commission des affaires municipales. Pour ce faire, il en avise par écrit le secrétaire de la Commission des affaires municipales et le secrétaire de la municipalité ou le secrétaire du comté ou de la municipalité régionale, de district ou de communauté urbaine, selon que les exigences sont imposées par le comté ou l'une quelconque de ces municipalités. La Commission des affaires municipales entend et tranche la question en litige, établit et détermine le détail des plans ou dessins et les approuve, établit et détermine les exigences y compris les dispositions d'une convention exigée. La décision de la Commission des affaires municipales est définitive.

Classes of development, delegation

(13) Where the council of a municipality has designated a site plan control area under this section, the council may, by by-law,

(a) define any class or classes of development that may be undertaken without the approval of plans and drawings otherwise required under subsection (4) or (5); and

(b) delegate to either a committee of the council or to an appointed officer of the municipality identified in the by-law either by name or position occupied, any of the council's powers or authority under this section, except the authority to define any class or classes of development as mentioned in clause (a).

(13) Si le conseil de la municipalité a désigné une zone de réglementation du plan d'implantation en vertu du présent article, il peut, par règlement municipal :

Catégories de l'exploitation, délégation de pouvoirs

a) définir la ou les catégories de l'exploitation qui peut être entreprise sans l'approbation des plans et dessins autrement exigés en vertu du paragraphe (4) ou (5);

b) déléguer les pouvoirs ou attributions qui lui sont conférés en vertu du présent article, sauf le pouvoir de définir la ou les catégories de l'exploitation visée à l'alinéa a), soit à un comité du conseil, soit à un agent de la municipalité nommé à cet effet et identifié dans le règlement municipal par son nom ou sa fonction.

Proviso

(14) Section 35a of *The Planning Act*, being chapter 349 of the Revised Statutes of Ontario, 1970, as it existed on the 21st day of June, 1979, shall be deemed to continue in force in respect of any by-law passed under that section on or before that day.

(14) L'article 35a de la loi intitulée *The Planning Act*, qui constitue le chapitre 349 des Lois refondues de l'Ontario de 1970, tel qu'il était en vigueur le 21 juin 1979, est réputé en vigueur en ce qui concerne un règlement municipal adopté en application de cet article au plus tard à cette date.

Réserve

Certain agreements declared valid and binding

(15) Every agreement entered into by a municipality after the 16th day of December, 1973 and before the 22nd day of June, 1979, to the extent that the agreement deals with facilities and matters mentioned in subsection 35a (2) of *The Planning Act*, being chapter 349 of the Revised Statutes of Ontario, 1970, as it existed on the 21st day of June, 1979, is hereby declared to be valid and binding. R.S.O. 1990, c. P.13, s. 41 (10-15).

(15) La convention conclue par une municipalité après le 16 décembre 1973 et avant le 22 juin 1979, dans la mesure où elle traite des installations et des questions visées au paragraphe 35a (2) de la loi intitulée *The Planning Act*, qui constitue le chapitre 349 des Lois refondues de l'Ontario de 1970, tel qu'il était en vigueur le 21 juin 1979, est déclaré, en vertu du présent paragraphe, valide et exécutoire. L.R.O. 1990, chap. P.13, par. 41 (10) à (15).

Convention déclarée valide et exécutoire

Conveyance of land for park purposes

42. (1) As a condition of development or redevelopment of land, the council of a local municipality may, by by-law applicable to the

42. (1) À titre de condition d'exploitation ou de réexploitation d'un terrain, le conseil de la municipalité locale peut, par règlement mu-

Cession d'un terrain en vue de l'installation de parcs

whole municipality or to any defined area or areas thereof, require that land in an amount not exceeding, in the case of land proposed for development or redevelopment for commercial or industrial purposes, 2 per cent and in all other cases 5 per cent of the land be conveyed to the municipality for park or other public recreational purposes.

Definition

(2) For the purposes of subsection (3), "dwelling unit" means any property that is used or designed for use as a domestic establishment in which one or more persons may sleep and prepare and serve meals.

Alternative requirement

(3) Subject to subsection (4), as an alternative to requiring the conveyance provided for in subsection (1), in the case of land proposed for development or redevelopment for residential purposes, the by-law may require that land be conveyed to the municipality for park or other public recreational purposes at a rate of one hectare for each 300 dwelling units proposed or at such lesser rate as may be specified in the by-law.

Official plan requirement

(4) The alternative requirement authorized by subsection (3) may not be provided for in a by-law passed under this section unless there is an official plan in effect in the local municipality that contains specific policies dealing with the provision of lands for park or other public recreational purposes and the use of the alternative requirement.

Use and sale of land

(5) Land conveyed to a municipality under this section shall be used for park or other public recreational purposes, but may be sold at any time. R.S.O. 1990, c. P.13, s. 42 (1-5).

Payment instead of conveyance

(6) The council of a local municipality may require the payment of money to the value of the land otherwise required to be conveyed under this section in lieu of the conveyance and the value of the land shall be determined as of the day before the day the building permit is issued in respect of the development or redevelopment or, where more than one building permit is required for the development or redevelopment, as of the day before the day the first permit is issued.

Where land conveyed

(7) If land has been conveyed or is required to be conveyed to a municipality for park or other public purposes or a payment of money in lieu of such conveyance has been received by the municipality or is owing to it under this section or a condition imposed under section 51.1 or 53, no additional conveyance or payment in respect of the land subject to the earlier conveyance or payment may be required.

nicipal applicable à l'ensemble de la municipalité ou à une ou plusieurs zones définies de celle-ci, exiger qu'une partie du terrain n'excédant pas 2 pour cent dans le cas d'une exploitation ou réexploitation à des fins commerciales ou industrielles et 5 pour cent dans les autres cas soit cédée à la municipalité dans le but d'y créer des parcs ou d'autres loisirs publics.

Définition

(2) Pour l'application du paragraphe (3), «logement» s'entend du bien-fonds utilisé ou destiné à être utilisé à des fins d'habitation et où une ou plusieurs personnes peuvent coucher, ainsi que préparer et servir les repas.

Condition interchangeable

(3) Sous réserve du paragraphe (4), à titre de condition interchangeable par rapport à la cession de terrain visée au paragraphe (1) dans le cas d'exploitation ou de réexploitation à des fins d'habitation, le règlement municipal peut exiger que le terrain soit cédé à la municipalité dans le but d'y créer des parcs ou d'autres loisirs publics à raison d'un hectare pour chaque tranche de 300 logements proposés ou selon une proportion moindre qui peut être précisée dans le règlement municipal.

Condition précisée au plan officiel

(4) La condition interchangeable autorisée en vertu du paragraphe (3) ne peut être prévue dans le règlement municipal adopté en application du présent article que si un plan officiel est en vigueur dans la municipalité locale et contient une politique précise qui régit l'affectation de terrains dans le but d'y créer des parcs ou d'autres espaces de loisirs publics et l'application d'une telle condition.

Utilisation et vente du terrain

(5) Le terrain cédé à une municipalité en vertu du présent article sert à créer des parcs ou d'autres loisirs publics, mais il peut être mis en vente à tout moment. L.R.O. 1990, chap. P.13, par. 42 (1) à (5).

Paiement au lieu de cession

(6) Le conseil de la municipalité locale peut exiger le versement d'une somme correspondant à la valeur du terrain dont la cession est autrement exigée en vertu du présent article, de préférence à la cession. La valeur du terrain est déterminée en fonction de sa valeur la veille du jour de la délivrance du permis de construire aux fins de l'exploitation ou de la réexploitation, ou si celle-ci requiert plus d'un permis de construire, en fonction de la valeur du terrain la veille du jour de la délivrance du premier permis.

Cession d'un terrain

(7) Si un terrain est cédé à la municipalité ou si une telle cession est exigée dans le but d'y aménager des parcs ou à d'autres fins publiques ou qu'une somme est perçue par la municipalité au lieu d'une cession ou qu'elle lui est due en vertu du présent article ou d'une condition imposée en vertu de l'article 51.1 ou 53, la municipalité ne peut exiger d'autre cession ni d'autre paiement concernant le ter-

7.

- RECOMMENDATION -

DATE: 1996 June 24

REPORT TO: Susan K. Reeder, Secretary
City of Hamilton Finance and Administration Committee

Lynda Sohal, Legislative Assistant
Regional Administrative Services Committee

FROM: Susan K. Reeder, Secretary
Single Tier Administrative Review Steering Committee

SUBJECT: Financial Shared Services Study - City of Hamilton & Region of Hamilton-Wentworth

RECOMMENDATION:

(a) That the "Financial Shared Services Study-Process Mapping and Opportunity Identification" Report be received; and,

(b) That the Consultant be directed to continue the analysis and complete the approved terms of reference and provide the required input for the City to prepare the Shared Services proposal; and,

(c) That Utility Finance (Region) and Tax (City) sections be excluded from the shared services Proposal.

Susan K. Reeder.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The recommendations provided, with respect to cost savings, are consistent with the initial Price Waterhouse report which identified 4 staff reductions through reengineering and 4 staff reductions through shared services. This would translate into an estimated cost of $200,000 for reengineering and a further $240,000 for shared services. These savings are in addition to the savings that have already been realized from restructuring that has occurred in both organizations in the last year. Further savings may also be realized once the administrative overhead is taken into account. In addition, the consultant has indicated the current $2.0 million in Information Systems costs for the Financial System are substantial and warrants the investigation of a possible financial system replacement in the design of a Shared Services organization.

There will be one time costs related to the reduction and relocation of staff. These are unknown at this time, although an estimate of these costs will be made once the new structure is determined.

BACKGROUND:

The Single Tier Administrative Review Steering Committee met on Monday, 1996 June 24th and approved the above-noted recommendation.

The Single Tier Administrative Review Steering Committee met on Thursday, September 7th and approved the following:

> (a) That the Consultant Terms of Reference for Amalgamation of the Finance function dated 1995 September 1, attached herewith and marked Appendix "A" , be approved: and,
>
> (b) That option A be selected as the method for conducting Phase 2 of those Terms of Reference: and
>
> (d) That the Region's share of the costs in the amount of $67,500 be met from the Productivity Enhancement Reserve (Account 081830)

After further discussion the following was also approved:

> (c) That notwithstanding the Purchasing Policy, the firm of Price Waterhouse be retained to fulfil the Consulting Terms of Reference for Phase 1 and 2A at an upset limit of $135,000 subject to that firm providing the necessary supporting documentation to the satisfaction of the Chief Administrative Officers for the City and the Region, and that a contract be entered in a form and substance satisfactory to the City Solicitor;

DISCUSSION:

Price Waterhouse was engaged by the City of Hamilton and the Region of Hamilton-Wentworth to review the transaction based financial functions for the City and Region with the objective of designing a single financial Shared Services processing unit in support of these two organizations. The final deliverable of this project will support a proposal from the City to the Region for a shared services relationship.

Price Waterhouse has completed Phase 1 of the above engagement and has presented an interim report on their findings to date.

The evaluation to date shows that there are opportunities for savings through reengineering and additional opportunities through shared services in all of the specified areas except in the area of Utility Finance (Region) and Tax (City). Some further analysis is required to be done with respect to determining a logical split of the Region's Accounting Section into accounting (which falls in the transaction based shared service) and Corporate Reporting (which will remain at the Region to provide the statutory requirements for annual reporting of the Region's financial position). Further analysis is also required with respect to the

following:

- Combining A/P and Purchasing in a Shared Services structure
- Combining Payroll, Pensions and Benefits in a Shared Services structure
- Investigate the feasibility of creating a Customer Service desk or "one stop shopping" for inquiries and payment pertaining to utility bills, tax bills and miscellaneous invoice payments

In addition, envisioning sessions will be held to design the financial processes that will form part of the shared services unit. Opportunities for improvement (identified in the process mapping sessions already completed), best practices and the benchmarking data will be used for each envision session. The outcome of these sessions will be redesigned work units structured to incorporate all of the best ideas and practices that have been gathered to date.

Once the above issues are resolved and the work processes redesigned the Service Levels to be provided by the City to the Region must be finalized and an acceptable Charge Back formula must be agreed to prior to the development of a City proposal to the Region.

CONCLUSION:

The potential savings to the taxpayer from reengineering are estimated at $200,000. The shared services savings are estimated at $240,000 plus any savings from the administrative overhead. This is still within the range of what the consultant had originally projected even though additional savings have been realized over the last year through restructuring in both organizations. The Consultant is recommending completion of the study and subsequent proposal by the City to the Region to realize the potential cost savings.

The Executive Summary is attached to this report. Complete copies are available from the City Treasurer upon request.

This report supports that recommendation.

cc Alderman M. Caplan, Chairman, Single Tier Administrative Review Steering Committee
J. Pavelka, City Chief Administrative Officer
M. Fenn, Regional Chief Administrative Officer
A. Ross, City Treasurer
J. Bruzzese, Acting Regional Treasurer & Commissioner of Finance

I. Executive Summary

Summary of the Engagement

Price Waterhouse was engaged by the City of Hamilton and the Region of Hamilton Wentworth to review the transaction based financial functions for the City and Region with the objective of designing a single financial shared services processing unit in support of these two organizations. The final deliverable of this project will support a proposal from the City to the Region for a shared services relationship.

The role of Price Waterhouse in this engagement is to facilitate the establishment of service levels, the redesign of the processes and the creation of integrated processes that will handle financial transactions for both the City and the Region.

Additional Considerations

Since Price Waterhouse was engaged by the City and Region, economic changes have resulted in organizational restructuring at the departmental and corporate level within both financial organizations. As a result, the savings to the City and Region by implementing a Shared Services organization will vary from the original savings identified. In addition to restructuring, several other independent projects have been underway at the City and at the Region during the course of this study.

Report Contents

Our initial Phase 1 review provided the following:

- an overview of the financial functions
- perceptions of service levels from user departments
- transaction volume levels
- comparisons to other municipalities based upon a benchmarking study

In order to provide the required qualifiable recommendations, Phase 2 process mapping sessions have been conducted. Hence, the basis of this report has expanded to encompass part of the Phase 2 analysis in addition to the Phase 1 analysis.

Interviews

Approximately 36 interviews were held with City and Regional financial staff as well as the customers of the City's Treasury department and Region's Finance department to determine service levels and obtain an understanding of the activities performing within each financial function at the City and Region. Interview participants are included in Appendix A of this report.

Benchmarking

A benchmarking questionnaire was prepared based on input from the City and Region and distributed to 10 cities and regions in Ontario to determine comparative performance benchmarks. Of the 10 questionnaires issued, results were obtained from 8 of the sites. Summary findings have been included in Section II of this report. In general, both the City and Region performed at average or slightly better than average when compared to other municipal respondents. Beyond the input provided from respondents, external benchmarks were determined and included in the comparative figures.

Process Mapping

For each financial section of the City and Region under consideration for the Shared Services unit, a process mapping session was held to document all transaction-based processes. A total of 14 sessions were conducted and participants included members of the section, the Supervisor and several customers (i.e. user departments). The 64 process mapping session participants are included in Appendix B of this report.

Price Waterhouse Methodology

Change Integration is the proprietary methodology that Price Waterhouse uses to help its clients enhance their business processes. The methodology combines performance improvement techniques, tools and deliverables into an encompassing discipline to achieve improvements in an organization's performance.

Change Integration is comprised of four phases, two of which are relevant to the City of Hamilton/Region of Hamilton-Wentworth Financial Shared Services study: Evaluate and Envision.

Evaluate

is an assessment of the current environment. The Evaluate steps performed to date (i.e. interviews, benchmarking and process mapping) provided the following:

-an assessment of satisfaction in service levels

-an understanding of the transaction-based financial processes

-process issues identification

-opportunities for improvement

-performance data relative to other municipalities and benchmarking targets from private sector organizations (80th percentile)

Envision

As part of Phase 2, Envisioning session will be held to design the financial processes that are part of the Share Services unit. Opportunities for improvement (identified in the process mapping sessions), best practices and the benchmarking data will be used for each Envision session. The best practice information to be provided indicates that the shift in the overall direction of Treasury/Finance drives the best practices occurring at the process level. Hence, both the strategic and process level best practices will be provided as part of the Envision sessions.

Key Issues

Key issues identified to date with regard to a Shared Services organization are as follows:

- It has been reported that Finance (or Treasury) in the City and the Region have been held accountable and responsible for the financial performance of the organizations. Under the proposed scenario, Finance will be accountable for providing the necessary management information to the various department heads on a timely basis. Each department head however, will be responsible and accountable for their budgetary performance and meeting other performance targets.
- Staff, particularly those of the Region, are concerned about their future employment. Immediate communication addressing plans for staffing a Shared Services organization should be issued.
- Union related issues will impact any proposed changes. Human Resources input is needed in regards to union related issues.
- The multiple computer systems used by the City and Region (i.e. other department's systems) will impact the effectiveness of the redesigned processes. In addition, system changes currently underway may also impact design (e.g. Human Resources affecting Payroll processing).
- The substantial charges incurred annually for IS services warrants the investigation of a system replacement. Greater savings may be achieved by incorporating a new system into the design of the Shared Services organization.

Legislative Requirements

Based upon the legal opinion of George H. Rust D'Eye, a Shared Services organization can be implemented if the following requirements of Section 141 of the Municipal Act are met:

- there are no joint officers or joint staff
- City and Region officers positions are not changed.
- the Shared Services unit staff are employees of only one municipality and their costs are charged back to the other municipality on a yet to be determined charge back formula

Terms of Reference

A proposal from the City to the Region to provide financial services to the Region is to include the following:

- The cost and anticipated savings to the region for functions included in the shared services centre.
- The selection process for both supervisory and non-supervisory staff for the centre. The handling of successor rights for the City and Regional unionized staff must be identified as part of the proposal
- The timing of the implementation of the shared services centre
- Service level agreements to be guaranteed by the City to the Region for contracted services (which include responsibilities, issue handling, etc.)
- A Charge Back Formula (i.e. cost allocation, updating of costs, special request handling)

Section VI of this report provides the Terms of Reference in more detail.

Opportunities

It has been determined that additional benefits can be achieved through Shared Servicesas opposed to only Reengineering the individual financial functions of the City and of the Region. Opportunities through Reengineering in terms of staffing reductions total 4. Opportunities through Shared Services also identify reductions in staffing by 4. However, additional benefits can be realized in a Shared Services unit including:

- cost savings through fewer supervisory positions
- establishment of expected service levels providing accountability to user departments

The recommendations provided regarding cost savings are consistent with the initial Price Waterhouse report which identified 4-6 staff reductions through Reengineering and 4-6 staff reductions through Shared Services. A Summary of Opportunities is provided in Section V of this report.

Recommendations

The amalgamation of financial functions of the City and Region should proceed in two phases. The following should be addressed in these phases:

Phase 1

It is recommended that the following financial functions be incorporated in a Shared Services proposal:

- Accounts Payable
- General Revenue/Non-Tax Revenue
- Payroll
- Pension and Benefits

In addition, it is recommended that the purchasing function be reengineered as part of this phase.

Other items for further consideration prior to the completion of the proposal include:

- Combining A/P and Purchasing in the Shared Services structure
- Combining Payroll, Pensions and Benefits in the Shared Services structure
- Determining how the City and the Region's Corporate Reporting requirements will be met (if feasible in Shared structure, include General Accounting in Phase 1 implementation)

Phase 2

Investigate the feasibility of creating a Customer Service desk or "one stop shopping" for inquiries and payment pertaining to utility bills, tax bills and miscellaneous invoice payments.



Proposal for Shared Services

Before completion of the proposal, it must be determined whether the creation of a customer service desk for Tax and Utilities will be pursued.

Combining the individual financial functions of the City and Region should be performed in parallel so that benefits of implementation can be realized more quickly (i.e. as opposed to a function by function phased in approach). Creation of an implementation plan in the next phase will address, in detail, the amalgamation of the functions to ensure a smooth transition.

2.

CONSENT AGENDA

FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, 1996 July 2
1:30 o'clock p.m.
Room 233, City Hall

A. **MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

Minutes of the regular meeting held Tuesday, 1996 June 18th

B. **CITY CLERK**

(i) Flying of Shawinigan flag

(ii) Flying of Hungarian flag

C. **CITY SOLICITOR**

A Bylaw to Amend the Destruction of Records Bylaw

D. **DIRECTOR OF PROPERTY**

Realty Sales Procedural By-law 95-049 - Declaration of Surplus Property

E. **SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

Information Items

A.

Tuesday, 1996 June 18
1:30 o'clock p.m.
Room 233, City Hall

The Finance and Administration Committee met.

Present: Alderman B. Charters, Chairman
Alderman D. Ross, Vice-Chairman
Mayor R. M. Morrow
Alderman C. Collins
Alderman D. Wilson
Alderman D. Drury
Alderman T. Anderson
Alderman V. J. Agro

Regrets: Alderman M. Kiss - Vacation

Also present: Alderman H. Merling
Alderman T. Jackson
Alderman F. Eisenberger
J. Pavelka, Chief Administrative Officer
A. Ross, Treasurer
P. Noé Johnson, City Solicitor
J. Schatz, City Clerk
S. Hollowell, City Clerk's Office
Fire Chief Smith
Deputy Fire Chief Desjarlais
B. Desnoyers, Property
M. Watson, Real Estate
T. Whitehead, Executive Assistant to the Mayor
P. Baker, Parking Authority
L. King, Building Commissioner
D. Powers, Law
Susan K. Reeder, Secretary

A G E N D A

2. CONSENT AGENDA

The Committee was in receipt of its Consent Agenda, and approved the following:

A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE

The Committee was in receipt of the minutes of its regular meeting held on Tuesday, 1996 May 21st, and approved these minutes as circulated.

B. CITY CLERK - Use of Forecourt - Romanian Orthodox Church Community

The Committee was in receipt of a report from the City Clerk dated 1996 May 29, respecting the above noted matter and approved the following:

> That approval be given to the action taken by the City Clerk in authorizing the Romanian Orthodox Church Community to use the City Hall forecourt and related equipment on Friday, 1996 May 31 from 6:15 p.m. until 8:00 p.m. for a peaceful demonstration regarding Canadian Immigration Laws.

C. TREASURER

(i) Authorization to enter into Extension Agreements on Specific Properties for the Payment of Realty Tax Arrears

The Committee was in receipt of a report from the Treasurer dated 1996 June 4, respecting the above noted matter.

The Committee approved the following:

(a) That the City be authorized to enter into Extension Agreements, if required, in a form satisfactory to the City Solicitor and the City Treasurer pursuant to Section 8 of the Municipal Tax Sales Act, with the owners of the following properties to extend the time open for payment of realty tax arrears in accordance with the policy for extension agreements approved by City Council on 1994 June 28:

44 Dalewood Crescent	90 Queen Street South
47 Duke Street	184 King Street East
696 King Street East	1485 Main Street East
242 Nugent Drive	872 Upper Sherman Ave
57 Tyrone Drive	159 Chester Avenue
220 Cannon Street East	87 Wexford Ave North
196 East 23rd Street	794 Rennie Street
1097 King Street West	

(b) That the by-law to authorize the said Extension Agreements be enacted by Council; and,

(c) That the Mayor and City Clerk be authorized to execute the aforesaid by-law and extension agreements.

(ii) Financing contribution to the Joint 1996 Conferences of the Ontario Association of Cemeteries and Ontario Funeral Services Association to be held in Hamilton 1996 September 15 - 18

The Committee was in receipt of a report from the Treasurer dated 1996 June 11, respecting the above noted matter and approved the following:

That as referred to in Section 16 of the Ninth Report for 1996 of the Parks and Recreation Committee, the amount of $5,000 contribution to assist in defraying the costs of the Joint 1996 Conferences of the Ontario Association of Cemeteries and Ontario Funeral Services Association to be held in Hamilton, 1996 September 15-18 be financed from the Hosting of Conferences with Municipal Subject Content Account No. CH 55307 80040.

D. DIRECTOR OF PROPERTY/CHIEF ADMINISTRATIVE OFFICER - Re-roofing Hamilton Public Library

The Committee was in receipt of a joint report from the Director of Property and the Chief Administrative Officer dated 1996 June 4, respecting the above noted matter.

The Committee approved the following:

(a) That approval be given to issue a purchase order in the amount of $581,884.19 inclusive of G.S.T.($38,067.19) to commission TRIO Roofing Systems Inc. of Etobicoke, Ontario for the replacement of the roof at the Hamilton Public Library, 55 York Blvd., Hamilton, Ontario

this being the lowest quotation received in accordance with the specifications issued by the Purchasing Division, Ref: C14-6-96; and ,

(b) That the Mayor and City Clerk be authorized and directed to execute a contract in a form satisfactory to the City Solicitor; and,

(c) That this expenditure be funded from Library Roof Replacement Phase II, Capital Account CF 319641024.

E. COMMISSIONER OF HUMAN RESOURCES/CHIEF ADMINISTRATIVE OFFICER

(i) Labourers' International Union of North America, Local 837

The Committee was in receipt of a joint report from the Commissioner of Human Resources and the Chief Administrative Officer dated 1996 June 7, respecting the above noted matter and approved the following:

(a) That the amendment to the Labourers' International Union of North America, Local 837, Collective Agreement be received pursuant to the Fair Wage Policy of the Corporation of the City of Hamilton; and,

(b) That the Fair Wage Schedule be amended to reflect this change.

(ii) United Association of Plumbers and Pipefitters, Local 67

The Committee was in receipt of a joint report from the Commissioner of Human Resources and the Chief Administrative Officer dated 1996 June 7, respecting the above noted matter and approved the following:

(a) That the amendment to the United Association of Plumbers and Pipefitters, Local 67, Collective Agreement be received pursuant to the Fair Wage Policy of the Corporation of the City of Hamilton; and,

(b) That the Fair Wage Schedule be amended to reflect this change.

(iii) Appointments To and Terminations From Permanent Positions

The Committee was in receipt of a joint report from the Commissioner of Human Resources and the Chief Administrative Officer dated 1996 June 7, respecting the above noted matter and approved the following:

That the listing of Appointments to and Terminations from Permanent positions with the Corporation of the City of Hamilton to 1996 June 6, attached herewith and marked Appendix "A", be approved.

F. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE - Information Items

The Committee was in receipt of a report from the Secretary of the Finance and Administrative Committee dated 1996 June 13, respecting Information Items. The Committee approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

(a) Memorandum - City Clerk - Wheelchair Accessible Integrated Taxicab Licences - Position Paper - memo dated 1996 May 27th

(b) Memorandum - Regional Clerk's Office - Amendment to Regional Development Charges By-law R94-064 - memo dated 1996 May 22nd

(c) Minutes - Hamilton Status of Women Sub-Committee - meeting held 1996 May 6th

(d) Information Report - Fire Chief - Fire Underwriters Survey - report dated 1996 June 7th

(e) Information Report - Fire Chief - 1995 Hamilton Fire Department Annual Report

A. **DELEGATION - Taxi Advisory Committee - 1997 Licence Fee Increases**

The Committee was in receipt of a memorandum from the Secretary of the Finance and Administration Committee dated 1996 June 4, to the Taxi Advisory Committee respecting the above noted matter.

(a) **Recommendation - City Clerk - Licence Fee Increases - Taxi and Livery**

The Committee was in receipt of a report from the City Clerk dated 1996 May 27, respecting the above noted matter.

The Committee heard presentations from Don Elder, Veterans Taxi and Bob Burke of Yellow Cab who asked that the decision of increasing licence fees be reconsidered and defeated.

The City Clerk addressed the Committee on the background to the licence fee increases and clarified that the fee increases are for 1997.

Discussion ensued with the Committee and the following recommendation was approved:

(a) That further to the approval of City Council at its meeting held 1996 February 27 of the Committee of the Whole Report respecting approved licence fee adjustments for 1997, the total additional revenue of $133,830 for 1997 from the Taxi and Livery (Limousine) categories be apportioned as follows:

	Current	Proposed	Revenue
Taxi Cab Driver	$ 50	$100	$ 45,000
Taxi Cab Owner	$210	$420	$ 68,250
Taxi Cab Broker	$270	$540	$ 810
Taxi Cab Leases-new	$ 60	$120	$ 4,800
Taxi Cab Leases-renewal	$ 30	$ 60	$ 4,140
Livery Vehicle (Limo)	$210	$420	$ 10,080
Livery Driver (Limo)	$ 50	$100	$ 750
			$133,830

(b) That the City Solicitor be authorized to prepare the appropriate By-law.

Note: Mayor Morrow and Alderman Agro opposed.

3. TREASURER/PARKING AUTHORITY - Funding of Cash Flow Shortage - Parking Authority

The Committee was in receipt of a joint report from the Treasurer and the General Manager of the Parking Authority of the City of Hamilton dated 1996 June 11, respecting the above noted matter.

The Committee approved the following:

(a) That the City Solicitor be authorized to revise the Capital Fund Loan ($7,000,000). Agreement dated 1994 February 23rd, between the Corporation of the City of Hamilton and the Parking Authority of the City of Hamilton to incorporate the following clauses:

(i) That the interest rate of the above loan be revised from: "the prime lending rate available to the City from its banker, plus 1½", to "43 basis points above the annual average 10 year Canada Bond Rate per year, with the interest rate set based on January 1, April 1, July 1, and October 1"; and,

(ii) That the Reserve for Off Street Parking have no minimum maintenance balance requirement as outlined previously; and,

(iii) That the Capital Fund Loan agreement of $7,000,000 be reduced to $4,000,000 and be available for land acquisition and development of carparks; and,

(iv) That the current Capital Loan balance of $359,300 and any requirements up to the revised amount of $4,000,000 be financed from the Reserve for Debt Charges, Account Centre No. CH00108; and,

(b) That the new acquisition of future carparks be frozen for four consecutive years until existing debt charges are fully paid as outlined in the enclosed financing plan, attached herewith and marked Appendix "B"; and,

(c) That the City Treasurer and the General Manager of the Parking Authority be authorized to reduce the Parking Authority 1996 Capital Project - Upgrade existing facilities (Project No. 209.1) from $250,000; and study and design (Project No. 210.1) for $50,000 (for a total of $300,000) to $100,000 for carpark development/upgrades; and,

(d) That the City Treasurer be authorized to provide temporary financing from the Reserve for Debt Charges, Account Centre No. CH 00108 at an interest rate outlined below to pay for the Parking Authority debt charges for the years 1996, 1997 and 1998; and,

(e) That the City Treasurer be authorized to set the short term borrowing rate for payment of debt charges at 43 basis points above the annual average 5 year Canada Bond Rate per year with the interest rate set based on January 1, April 1, July 1, and October 1.

4. CITY CLERK

(a) Ontario Hydro Appointee to Hamilton Hydro Electric Commission

The Committee was in receipt of a report from the City Clerk dated 1996 May 27, respecting the above noted matter.

The Committee approved the following:

That in keeping with Ontario Hydro's policy respecting the appointment of commissioners to municipal commissions, that the City submit to Ontario Hydro the names of George Davidson, Donald Jervis and Ollie Thomson as possible candidates to assist Ontario Hydro in making its citizen appointment to the Hamilton Hydro Electric Commission.

(b) Comments to the L.L.B.O. respecting the 1996 Grey Cup Festival applications

The Committee was in receipt of a report from the City Clerk dated 1996 June 14, respecting the above noted matter.

The Committee approved the following:

(a) That the City of Hamilton advise the Liquor Licence Board of Ontario that it deems the 1996 Grey Cup Festival being held in Hamilton in 1996 November to be an event of national and municipal significance; and,

(b) That the Liquor Licence Board of Ontario be advised that the City of Hamilton has no objection to the issuance of Special Occasion Permits applied for under the auspices of Grey Cup 1996 Hamilton Inc.; and,

(c) That the Liquor Licence Board of Ontario be advised that the City of Hamilton has no objection to the extension of hours of the above-noted Special Occasion Permits being applied for under the auspices of Grey Cup 1996 Hamilton Inc. until 2:00 o'clock a.m. for the purposes of providing consistency of hours with these Permitted areas and the licenced establishments in the City of Hamilton; and,

(d) That the Liquor Licence Board of Ontario be advised that the City of Hamilton supports the application of the 1996 Grey Cup Festival Committee for a special exemption which would permit the consumption of alcoholic beverages in the tiered seating area in the lower bowl of Copps Coliseum in connection with activities planned for November 21st, 22nd and 23rd.

(c) 1991 Municipal Archives Report - Destruction of Records Freeze

The Committee was in receipt of a report from the City Clerk dated 1996 June 12, respecting the above noted matter.

Questions were raised about the appropriateness of the present storage facilities and what will happen to hand-written documents. The City Clerk responded to these questions. The Committee then approved the following:

(a) That City Council lift the freeze on the destruction of potentially archival records as established by the adoption of the Municipal Archives Report in 1992 and establish a Records Review Committee to consider requests for the destruction of these records on a case by case basis; and,

(b) That the Records Review Committee be comprised of the following staff members:

Darryl Lee, Supervisor of Records/F.O.I. Officer
Brian Henley, Hamilton Public Library, Special Collections
Phil Hooker, Law Department, Senior Solicitor

(c) That a listing of potentially archival records approved for destruction by the Records Review Committee be submitted to the Finance and Administration Committee for final approval as required.

(d) **Destruction of Records By-law Amendment**

The Committee was in receipt of a report from the City Clerk dated 1996 June 12, respecting the above noted matter and approved the following:

(a) That a by-law be prepared to amend the Destruction of Records By-law 81-217, in order to establish a Records Retention Schedule for the City's Property Department, and amend Retention Schedules for the City Clerk's Department, Fire Department and the Traffic Division of the Public Works and Traffic Department; and,

(b) That the City Solicitor be authorized and directed to prepare the necessary by-law amendment.

5. CITY SOLICITOR - Information Report - The Canada Marine Act

The Committee was in receipt of an Information Report from the City Solicitor dated 1996 June 12, respecting the above noted matter.

The City Solicitor spoke to the Committee about this matter, and stressed that it is critical for the City to forward its position on Harbour matters to the Minister as soon as possible.

The Committee approved the following:

(a) That the Federal Transport Minister be invited to hold one of the public input sessions of The Canada Marine Act in the City of Hamilton; and,

(b) That prior to the general public sessions, the Mayor, Chairman of the Finance and Administration Committee and appropriate staff meet with the Minister on the City's position on Hamilton Harbour and Bill C-44.

6. DIRECTOR OF PROPERTY/ CHIEF ADMINISTRATIVE OFFICER - Offer to Purchase - 940 Queensdale Avenue East, Tomislav Sajic

The Committee was in receipt of a joint report from the Director of Property and the Chief Administrative Officer dated 1996 June 6, respecting the above noted matter.

The Committee was advised that this matter should be pulled from the Agenda as the buyer does not have his financing in place.

7. FIRE CHIEF/CHIEF ADMINISTRATIVE OFFICER - Hamilton Master Fire Plan

The Committee was in receipt of a joint report from the Fire Chief and the Chief Administrative Officer dated 1996 June 13, respecting the above noted matter.

The Fire Chief spoke to this report and outlined the process that will be followed in developing a Hamilton Master Fire Plan.

The Committee approved the following:

(a) That the City of Hamilton undertake a Hamilton Master Fire Plan which will identify the levels of service, including the response times, and recommend improvements to the system; and,

(b) That City staff collect and review initial background, and statistical information; and,

(c) That a Request for Proposals be prepared to retain an external consultant at a cost not to exceed $50,000 to:

(i) Undertake network analysis for alternate fire station/equipment locations;

(ii) Review and evaluate the organizational structure, staffing practices and equipment;

(iii) Report on alternative response time objectives; and

(iv) Prepare a report to be submitted to the Corporate Steering Committee by 1996 September 30.

(d) That the City Treasurer be authorized to establish a capital project, Fire Department Master Plan Study, in the amount of $50,000 to be financed from the Reserve for Capital Projects, Account Centre No. CH 00203.

8. **CHIEF ADMINISTRATIVE OFFICER - Financial Shared Services Study - City of Hamilton and Region of Hamilton-Wentworth**

The Committee was in receipt of a report from the Chief Administrative Officer dated 1996 May 16, respecting the above noted matter.

The Chairman spoke to this item, and indicated that this item was here in anticipation of a meeting being held of the Single Tier Administrative Review Steering Committee. Unfortunately, due to lack of a quorum being able to be met, this meeting did not occur. In this regard, it was agreed that this report should be received for Information purposes.

The Committee also agreed that the Chairman of the Single Tier Administrative Review Steering Committee be requested to call a meeting as quickly as possible to consider this report.

9. **ALDERMAN H. MERLING - 5% Parkland Dedication Fee**

Alderman Merling spoke to the Committee about the City's policy on the 5% Parkland Dedication Fee. He requested that the Committee give consideration to amending this policy in order to encourage single family home development.

The Building Commissioner was in attendance and spoke to the Committee about the actions taken by other municipalities in this matter.

Discussion then ensued and it was agreed that the Building Commissioner report back to the July 2nd meeting of the Committee on the following:

(a) How to relax the requirement for a 5% Parkland Dedication Fee to induce infill residential development

(b) Reference to the actions taken by the Cities of Stoney Creek and Burlington with respect to the 5% parkland dedication fee

(c) Inclusion of the table on the parkland fund for the next five years.

10. CORRESPONDENCE - Hamilton Society of Architects - request for financial support

The Committee was in receipt of a correspondence from the Hamilton Society of Architects dated 1996 May 31, respecting the above noted matter.

The Committee was advised that this item is deleted from the Agenda since the Hamilton Society of Architects will be given funds for its convention under the Convention Grant policy.

ADDED - Director of Property/Chief Administrative Officer - Award of Contract - Condenser Replacement - Rosedale Arena

The Committee was in receipt of an added report from the Director of Property and the Chief Administrative Officer dated 1996 June 13th respecting the above-noted matter.

The Committee approved the following:

(a) That approval be given to issue a purchase order in the amount of $98,480.66 inclusive of a contingency ($10,000) and GST ($6,442.66) to commission Cimco Refrigeration division of Toromont Industries, Toronto, Ontario to replace the rooftop condenser at Rosedale Arena, this being the only quotation received in accordance with the specifications (Ref: C14-7-96) issued by the Purchasing Division; and,

(b) That the expenditure be financed from Capital Funds Account CF 319641023, Major Maintenance to Civic Buildings.

ADDED - CITY CLERK - Service on Xerox 5090 Photocopier

The Committee was in receipt of an added report from the City Clerk dated 1996 May 28, respecting the above noted matter and approved the following:

(a) That a purchase order be issued to Xerox Canada for the period of 1996 June 1 to 1997 May 31 for the servicing of the City-owned Xerox 5090 photocopier in the Print and Mail Section of the City Clerk's Department at a base monthly cost of $295 plus $0.006 per copy including developer plus applicable taxes; and,

(b) That funding for this expenditure in the approximate amount of $50,000 plus applicable taxes for the twelve month service agreement period be charged to Photocopy-Rental Account Number CH56620 12020.

ADDED - DIRECTOR OF PROPERTY/CHIEF ADMINISTRATIVE OFFICER - Realty Sales Procedural By-law 95-049 - Declaration of Surplus Property

The Committee was in receipt of an added report from the Director of Property and the Chief Administrative Officer dated 1996 June 18, respecting the above noted matter and approved the following:

That 8-10 Brantdale Avenue be declared surplus to the requirements of the City in accordance with the Realty Sales Procedural By-law 95-059, for the purpose of selling the property.

11. OTHER BUSINESS

Alderman Ross spoke to the Committee about the Co-generation project, and asked about the status of the requested report back from staff on the feasibility of having this project done by a private company as a public/private venture. The Chief Administrative Officer responded that this report is being prepared and should be coming to the Committee soon.

Alderman Ross also made reference to discussions at the recent FCM Conference on alternate energy sources, and indicated that he will be coming back to the Committee soon with this information.

Alderman Merling spoke to the Committee about the proposed Hospital Board structure for the merged Hamilton Hospitals to be called "Hamilton Health Sciences Corporation".

He advised that the new structure being proposed will have no input from the City on the appointees to the Board, and that the Mayor and Regional Chairman will be ex-officio members only with no voting privileges.

Considerable concern was expressed by members of the Committee on this proposed structure and its elimination of public accountability. In this regard, it was also indicated that the proposal further recommends that the Hospital Boards meetings will not be open to the public and that minutes will not be accessible.

As a result of this discussion, it was agreed that the following motion should be presented at the City Council meeting being held on Tuesday, 1996 June 25th:

(a) That the City of Hamilton is opposed to the Merged Hamilton Hospitals Board (Hamilton Health Sciences Corporation) restructuring as proposed; and,

(b) That the Mayor, Chairman of the Finance and Administration Committee, Alderman H. Merling and appropriate staff meet with the Minister of Health within the week to stress the need for political representation (eg. appointed by the municipality or the Province or directly elected), public accountability and open meetings in the new Board structure of the Merged Hamilton Hospitals (Hamilton Health Sciences Corporation); and,

(c) That the City Clerk ensure that all members of the Civic Hospitals Board appointed by the City of Hamilton be advised of this position; and,

(d) That to ensure that these members are advised, that the City Clerk hand-deliver a copy of this resolution to them prior to the Civic Hospitals Board meeting being held Wednesday, 1996 June 19th.

12. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. CHARTERS, CHAIRMAN
FINANCE AND ADMINISTRATION COMMITTEE

Susan K. Reeder.

Susan K. Reeder
Secretary
1996 June 18

Appendix "A" referred to in Section 7 of the TWELFTH Report of the Finance and Administration Committee for 1996

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	STATUS	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	EFFECTIVE DATE
Mr. David Bowley	I	Landscaper (D15)	Public Works & Traffic Services	Returned to former positon due to restructuring	$36,416.64	May 02/96
Mr. Ronald Morris	I	Carpenter (T1)	Public Works & Traffic Services	New Position Council Approved March 28, 1996	$42,011.84	May 06/96

Prepared June 6, 1996

Status –

Internal – I
External – E

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Ms. Christine Armstrong	Customer Service Rep. Plan Examiner	Building	Resigned	2 years, 5 months	May 16/96
Mr. William Aubert	Firefighter I	Fire	Retired	30 years, 7 months	May 30/96
Ms. Winnifred Keenan	Print/Mail Clerk II	Clerk's	Terminated	4 years, 10 months	April 28/96
Mr. Roger Knapman	Traffic Signal Specialist	Traffic	Terminated	6 months	April 26/96
Mr. Robert Morton	Facility Supervisor	Culture & Recreation	Terminated	14 years, 6 months	April 24/96
Mr. Glen Peace	Platoon Chief	Fire	Resigned	24 years, 8 months	May 11/96

Prepared June 6, 1996

Glossary of Terms

Terminated – long term disability
– discharge
– downsizing
– redundant

Resigned – personal betterment
– personal reasons

THE PARKING AUTHORITY OF THE CITY OF HAMILTON

STATUS OF RESERVE FOR OFF STREET PARKING WITH INTERIM FINANCING FROM THE CITY

SECTION "1"

YEAR (1)	OPENING RESERVE BALANCE (2)	OPERATING REVENUE LESS EXPENDITURE (3)	INTEREST ON RESERVE (4)	PARTIAL PAYMENT OF DEBT CHARGES (5)	REPAYMENT OF DEBT CHARGES/ FINANCING COST (6)	INTEREST ON CAPITAL LOAN (7)	NET OPERATING PROFIT/(LOSS) (8)	USE OF RESERVE (9)	NEW LOTS – NET OPERATING PROFIT AFTER FINANCING COSTS (10)	SALE OF SURPLUS LANDS (11)	CLOSING RESERVE BALANCE (12)	YEAR (13)
1996	72,393	405,762	14,676		63,042	128,744	228,652	(100,000)			201,045	1996
1997	201,045	500,000	41,358		140,808	280,044	120,506	(150,000)		395,000	566,551	1997
1998	566,551	550,000	60,594		197,096	0	413,498	(150,000)			830,049	1998
1999	830,049	550,000	53,100		555,747	0	47,353	(150,000)			727,402	1999
2000	727,402	600,000	47,029		580,197	0	66,832	(150,000)			644,233	2000
2001	644,233	600,000	38,842		600,997	0	37,845	(150,000)			532,078	2001
2002	532,078	600,000	30,234		618,147	0	12,087	(150,000)	20,000		414,165	2002
2003	414,165	700,000	29,335		631,647	0	97,688	(150,000)	40,000		401,852	2003
2004	401,852	700,000	31,649		609,954	0	121,695	(150,000)	60,000		433,547	2004
2005	433,547	700,000	83,753		0		783,753	(150,000)	80,000		1,147,300	2005
		5,905,762	430,570	0	3,997,637	408,788	1,929,907	(1,450,000)	200,000	395,000		

SECTION "2"

CAPITAL LOAN (LAND ACQUISITION) REPAYMENT SCHEDULE

YEAR (1)	PRINCIPAL (2)	INTEREST (3)	ANNUAL INSTALMENT PAYMENT (4)	CAPITAL LOAN OUTSTANDING (5)
1995				359,300
1996	100,000	28,744	128,744	259,300
1997	259,300	20,744	280,044	0
1998	0	0	0	0
1999	0	0	0	0
2000	0	0	0	0
2001	0	0	0	0
2002	0	0	0	0

REPAYMENT OF DEBT CHARGES SCHEDULE

DATE OF LOAN (1)	PRINCIPAL (2)	INTEREST (3)	ANNUAL INSTALMENT PAYMENT (4)	DEBT CHARGES LOAN OUTSTANDING (5)	DEBT CHARGES OUTSTANDING (6)
01-Mar-96	0	63,042	63,042	1,036,311	1,036,311
01-Mar-97	0	140,808	140,808	2,107,384	1,071,073
01-Mar-98	0	197,096	197,096	2,818,457	711,073
1999	350,000	205,747	555,747	2,468,457	2,818,457
2000	400,000	180,197	580,197	2,068,457	
2001	450,000	150,997	600,997	1,618,457	
2002	500,000	118,147	618,147	1,118,457	
2003	550,000	81,647	631,647	568,457	
2004	568,457	41,497	609,954	0	

SECTION "3"

THE CITY'S RESERVE FOR DEBT CHARGES (CH 00108):

YEAR (1)	OPENING RESERVE BALANCE (2)	PROJECTS FINANCED (3)	FINANCING CAPITAL LOAN (4)	FINANCE PARKING AUTH. DEBT CHARGES (5)	REPAYMENT OF PARKING AUTHORITY DEBT CHARGES WITH INTEREST COST (6)	INTEREST EARNED (7)	PROVISION FOR DEBT CHARGES ADJUSTMENT (8)	CLOSING RESERVE BALANCE (9)	YEAR (10)
1996	5,261,551	366,667	259,300	1,036,311	63,042	291,413	1,597,000	5,550,728	1996
1997	5,550,728		(259,300)	1,071,073	140,808	272,488	38,000	5,190,251	1997
1998	5,190,251			711,073	197,096	193,947	(1,176,000)	3,694,221	1998
1999	3,694,221				555,747	189,054	(838,000)	3,601,022	1999
2000	3,601,022				580,197	226,801	(88,000)	4,320,021	2000
2001	4,320,021				600,997	217,924	(988,000)	4,150,942	2001

ASSUMPTION:

1. THE CAPITAL LOANS (LAND ACQUISITIONS) ARE TEMPORARILY FINANCED FROM THE CITY'S RESERVE FOR DEBT CHARGES (CH 00108)
2. THE PARKING AUTHORITY DEBT CHARGES ARE TEMPORARILY FINANCED BY THE CITY'S RESERVE FOR DEBT CHARGES (CH 00108)
3. THE CAPITAL LOANS ARE REPAYABLE AT 43 BASIS POINT ABOVE THE AVERAGE 10 YEAR CANADA BOND RATE
4. THE SHORT TERM BORROWINGS (DEBT CHARGES) ARE CHARGED AT 43 BASIS POINT ABOVE THE AVERAGE 5 YEAR CANADA BOND RATE
5. ALL INTEREST INCOMES ARE CREDITED TO THE CITY'S GENERAL INTEREST INCOME.

Appendix "B" referred to in Section 9 (b) of the TWELFTH Report of the Finance and Administration Committee for 1996

8.000%
7.300%

1996 June 25

Col 2	Parking Authority Reserve Balance: The Parking Authority Reserve as of January 1, 1996 was $68,494 (currently, $72,393).
Col 3	Operating Surplus: A careful review of the current operations indicates an operating surplus of $400,000 in 1996 increasing to $700,000 in 2005 noted in Section 1, Column (3). The status of all revenues and expenses is closely monitored and will be the subject of future reviews with the Finance and Administration Committee.
Col 4	Lists the interest earned by the Authority on the Reserve for Offstreet Parking Account.
Col 8	Operating profit after deductions for annual principal and interest.
Col 9	Funding line for capital expenditures
Col 10	Future profits on carparks yet to be considered.
Col 11	Expected return on sale of current carparks declared surplus to the needs of the Parking Authority.
Col 12	Closing Balance of Parking Authority Reserve.

B. (i)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 June 20

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Flying of Shawinigan Flag

RECOMMENDATION:

That approval be given to the action taken by the City Clerk in authorizing Hamilton Sesquicentennial Celebrations Inc. to fly the Town of Shawinigan flag beside the City of Hamilton flag at City Hall from 1996 June 28 to July 1 as part of the Sesquicentennial Weekend Celebrations.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

Mayor Morrow and the Mayor of Hamilton's twin city Shawinigan, Quebec recently announced the special Sesquicentennial Weekend, to take place on Canada Day Weekend, from June 29 to July 1, 1996.

As part of this celebration, over 50 families from Shawinigan will be arriving in Hamilton and will be billeted with Hamilton families.

Hamilton Sesquicentennial Celebrations Inc. requested approval to have the Shawiningan flag flown alongside the Hamilton flag during this historic weekend.

cc: Mayor Robert M. Morrow
Rob Swan, Manager, Building Operations & Maintenance Division
Information Desk

B. (ii)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 June 20

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Flying of Hungarian Flag

RECOMMENDATION:

That approval be given to the request of The John Calvin Hungarian Presbyterian Church to fly the Hungarian flag at City Hall from 1996 September 21 to 26 in commemoration of the 1100th Anniversary of the Magyar conquest of Hungary and the 40th Anniversary of the 1956 Freedom Fight.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

In the Fall of 1996 the Hungarian Community will be celebrating a number of programs including a commemorative concert on September 21 to mark the following occasions:

i) The Magyar conquest of the present Hungary 1100 years ago
ii) The 150th Anniversary of Hamilton
iii) The 40th Anniversary of the 1956 Freedom Fight

The Hungarian Community are requesting that the Hungarian flag be flown at City Hall from 1996 September 21 to 26 in commemoration of these events .

cc: Mayor Robert M. Morrow
Rob Swan, Manager, Building Operations & Maintenance Division
Information Desk

C.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 June 24

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration

FROM: P. Noé Johnson
City Solicitor

SUBJECT: **Destruction of Records in Certain Departments**

RECOMMENDATION:

That the attached By-law to amend the Destruction of Records By-law Schedules for the City Clerk's Department, the Fire Department, the Traffic Division of the Public Works and Traffic Department and the Property Department be enacted by City Council

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

On June 25, 1996 City Council, in adopting Section 13 of the 12th Report of the Finance and Administration Committee, will authorize the City Solicitor to prepare the attached by-law respecting amendments to the Destruction of Records By-law.

LEF:as

c.c. J. J. Schatz, City Clerk, **Attn: Darryl Lee**

Bill No.

The Corporation of the City of Hamilton

By-law No. 96-

To Amend By-law No. 81-217

To Authorize:

DESTRUCTION OF RECORDS IN CERTAIN DEPARTMENTS

WHEREAS By-law No. 81-217, the City of Hamilton Destruction of Records Code, was enacted by Council on July 28, 1981, pursuant to Section 249 of the Municipal Act, 1970, as amended;

AND WHEREAS Section 116 of the Municipal Act, R.S.O. 1990, Chapter M.45 prohibits a municipality from destroying records and documents except in accordance with a by-law establishing record and document retention periods;

AND WHEREAS it is desirable to amend the retention period schedules for certain departments and to add the Property Department to the By-law;

NOW THEREFORE the Council of The Corporation of the City of Hamilton enacts as follows:

1. Schedule 3 (City Clerk's Department), Schedule 5 (Traffic Division of the Public Works and Traffic Department), and Schedule 9 (Fire Department) of By-law No. 81-217 are repealed and replaced with the Schedules described as Schedule 3, Schedule 5, and Schedule 9 attached to this By-law.

2. Section 3 of By-law No. 81-217 is amended by adding to the list of Schedule Numbers and City Departments in Table 1, "15 - Property Department".

3. Schedule 15 is annexed to and forms part of By-law No. 81-217.

4. By-law No. 81-217 is further amended by the addition of Schedule "I".

PASSED this day of 1996.

CITY CLERK MAYOR

Approved by MacGillivray Partners
the Auditors of The Corporation
of the City of Hamilton.

DATED at the City of Hamilton,
this day of , 1996.

SCHEDULE "I"

EXPLANATORY CODES

A	Archival Selection	T	Terminated/Closure
P	Permanent	US	Until Superseded
PI	Personal Information	MO	Microfilm Only
AF	Some Records Transferred to Archival Facility	D	Demolition of Disposal
SR	Selective Retention		

SCHEDULE "3"
CITY CLERK'S DEPARTMENT - RECORDS RETENTION

Series No	RECORD SERIES	Active Retention	Inactive	Total	Applicable Legislation	Remarks
A1	Administrative					
A1 1	Agreements, Leases and Contracts	T	T + 5	T + 5		T = Termination of Contract
A1 2	Assessment Rolls	1	P	P		From 1994 (MO)
A1 3	Correspondence (General)	3	1	4		A
A1 4	Departmental Employee Files	T	T + 2	T + 2		T = Employment Termination
A1 5	Freedom of Information Access Requests	T	T + 2	T + 2	Municipal Freedom of Information Act	T=Appeal Expiry
A1 6	Hamilton Harbour Commission Files	P	P	P		A
A1 7	By-laws	US	P	P		A
A1 8	Deeds	P	P	P		
A.2	Elections					
A2 1	Ballots	3 months	3 months	3 months	Mun Elections Act	
A2 2	Election Files (General)	4	-	4	Mun Elections Act	
A2 3	Final Results	P	P	P	Mun Elections Act	A
A2 4	Nomination Papers	4	-	4	Mun Elections Act	
A2 5	Voters Lists (Archival Copy)	3	P	P		A
A3	Legislative					
A3 1	Committee Agendas & Correspondence	2	2	4		
A3 2	Committee Minutes	P	P	P		AF
A3 3	Committee Reports	5	5	10		A
A3 4	Council Minutes	P	P	P		AF
A4	Licensing					
A4 1	Applications (Licence)	2	2	4		PI
A4.2	Bingo Licence Files (General)	4	1	5		
A4.3	Bingo Reports	4	1	5		
A4 4	General Licence Reports	2	2	4		
A4.5	Licence Establishment Files	T	T + 5	T + 5		T=Cessation of Licence
A4 6	Mobile Licence Files (General)	3	1	4		
A4 7	Nevada Licence Files (General)	4	1	5		
A4.8	Nevada Reports	4	1	5		
A5	Special Events Files	P	P	P		A
A6	Vital Records Registers (Birth/Deaths)	2	P	P	Vital Statistics Act	A
A7	Planning and Development					
A7 1	Application Files	T	T + 5	T + 5	Planning Act	T = Appeal Expiry
A7.2	By-law Files	T	T + 5	T + 5	Planning Act	T = Appeal Expiry

SCHEDULE "5"
TRAFFIC DIVISION - RECORDS RETENTION

Series No.	RECORD SERIES	Active Retention	Inactive	Total	Applicable Legislation	Remarks
D1	**Administration**					
D1 1	General Records	1	3	4		
D1 2	Departmental Employee Files	T	T + 2	T + 2		T = Employee Termination
D1 3	Policies and Procedures	US	-	US		
D1 4	Maintenance Management System Records	3	3	6		
D1 5	Accounting and Budget Records	1	2	3		
D2	**Parking Control and Prosecution**					
D2 1	Ticket Investigations	1	2	3		
D2 2	Court Dockets	1	-	1		
D2 3	Private Property Files (signings)	1	4	5		
D2 4	Vehicle Records	1	4	5		
D2.5	Parking Infraction Notices	1	1	2		
D2 6	Notices of Impending Conviction	1	1	2		
D3	**Legislation**					
D3.1	Driveway Approach Approvals	T	T + 5	T + 5		T = Permit Expiration
D3.2	Time Limit/Reserve Parking	T	T + 5	T + 5		T = Permit Expiration
D4	**Operations and Engineering**					
D4.1	Barricade Permits	T	T + 5	T + 5		T = Permit Expiration
D4.2	Drawings	US	-	US		
D4.3	Collision Analysis	2	8	10		
D4.4	Traffic Counts	2	8	10		
D5	**Special Projects/Events**					
D5.1	Special Events	T	T + 2	T + 2		T = Project Completion
D5.2	Special Projects/Studies	T	T + 5	T + 5		T = Project Completion
D6	**Intersection & Non-Intersection Location Records**	7	23	30		

SCHEDULE "9"
FIRE DEPARTMENT - RECORDS RETENTION

Series No.	Record Series	Active Retention	Inactive	Total	Applicable Legislation	Remarks
B1	Administrative Records (All Divisions)	1	2	3		
B2	Annual Report and Statistics	P	P	P		A
B3	Building Files	D	D + 5	D + 5		D=Building Demolition
B4	Departmental Employee Files	T	T + 2	T + 2		PI
B5	Equipment Records (Training Division)	D	D + 5	D + 5		D = Equipt. Disposal
B6	General Records (Fire Fighting Division)	1	1	2		
B7	Maintenance Records	D	D + 5	D + 5		D = Vehicle Disposal
B8	Purchase Orders	1	1	2		
B9	Response Reports	1	6	7		
B10	Tape Recordings	90		90		SR
B11	Training Manuals	P	P	P		
B12	Vehicle Apparatus Specifications	D	D + 5	D + 5		D = Vehicle Disposal
B13	Vehicle Equipment Standards	D	D + 5	D + 5		D = Vehicle Disposal
B14	Yellow Time Cards	1	6	7		
B15	Training Records	1	2	3		

* B10 - Selective Retention Conditions

a) A 5-3 Alarm
b) A Fire Death Involved
c) A False Alarm Investigation by the Hamilton-Wentworth Regional Police
d) Retention requested by Fire Marshall's Office Investigator or Municipality involved.

SCHEDULE "15"
PROPERTY DEPARTMENT - RECORDS RETENTION

Series No.	Record Series	Active Retention	Inactive	Total	Applicable Legislation	Remarks
C1	**Accounting & Budget Records**	2	0	2		
C2	**Adminstrative**					
C2 1	General Records	1	3	4		
C2 2	Departmental Employee Files	T	T+2	T+2		T= Employee Terminations
C2 3	W.H.M.I.S Safety Data Sheets	D	D + 1	D + 1		D = Discontinuance of Product Use
C3	**Demolition Contracts/Tenders**	T	T + 10	T + 10		T= Demolition
C4	**Property Files**					
C4 1	Acquisition and Disposal	T	T + 5	T + 5		T=Property Disposition
C4.2	Indust Land Sale Files	T	T + 5	T + 5		
C4.3	Expropriation	T	T+5	T+5		T=Settlement of last claim
C4.4	Land Division Committee Records	3	2	5		
C4.5	Leases of City Properties (to others)	D	D + 5	D + 5		D = Property Disposal
C4.6	Architectural Plans and Specifications	D	D + 5	D + 5		D = Property Disposition
C4.7	Plans of Subdivisions	3	2	5		
C4.8	City Tenancy Leases (from others)	T	T + 5	T + 5		T= Lease Expiry
C5	**Project and Renovation Files**	D	D + 5	D + 5		D = Building Disposal
C6	**Utilities Records (invoices etc.)**	2	0	2		

D.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 June 28

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka
Chief Administrative Officer

D. W. Vyce
Director of Property

SUBJECT: Realty Sales Procedural By-law 95-049
Declaration of Surplus Property

RECOMMENDATION:

(a) That the following property be declared surplus to the requirements of the City in accordance with the Realty Sales Procedural By-law 95-049:

(i) 30 Simcoe Street West; and,

(b) That the Property Department be authorized to proceed to sell this property in accordance with the Realty Sales Procedural By-law.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

By-law 95-049 requires all City owned lands not exempt by Ontario Regulation 815/94 be declared surplus prior to sale.

BACKGROUND:

Effective 1995 January 1 the Municipal Act was amended by the Planning and Municipal Statute Law Amendment Act requiring municipalities to enact a by-law to establish procedures for the sale of real property owned by a municipality.

On 1995 February 14 City Council adopted Item 8 of the 5th Report of the Finance and Administration Committee and enacted the Real Property Sales Procedural By-law 95-049. Section 5(a) of this by-law declares that "Real property of the City shall not be sold unless it is surplus to the requirements of the City."

The property being recommended as surplus has been circulated to all City departments and associated boards and commissions and there has been no declared municipal interest.

30 Simcoe Street West is a small land locked parcel of land measuring 60 feet x 40 feet and is bounded by the rear of the residential properties on Simcoe Street West, MacNab Street North, Ferrie Street and Bay Street North.

KN/nw

c.c. Alderman V. Agro, Alderman, Ward 2

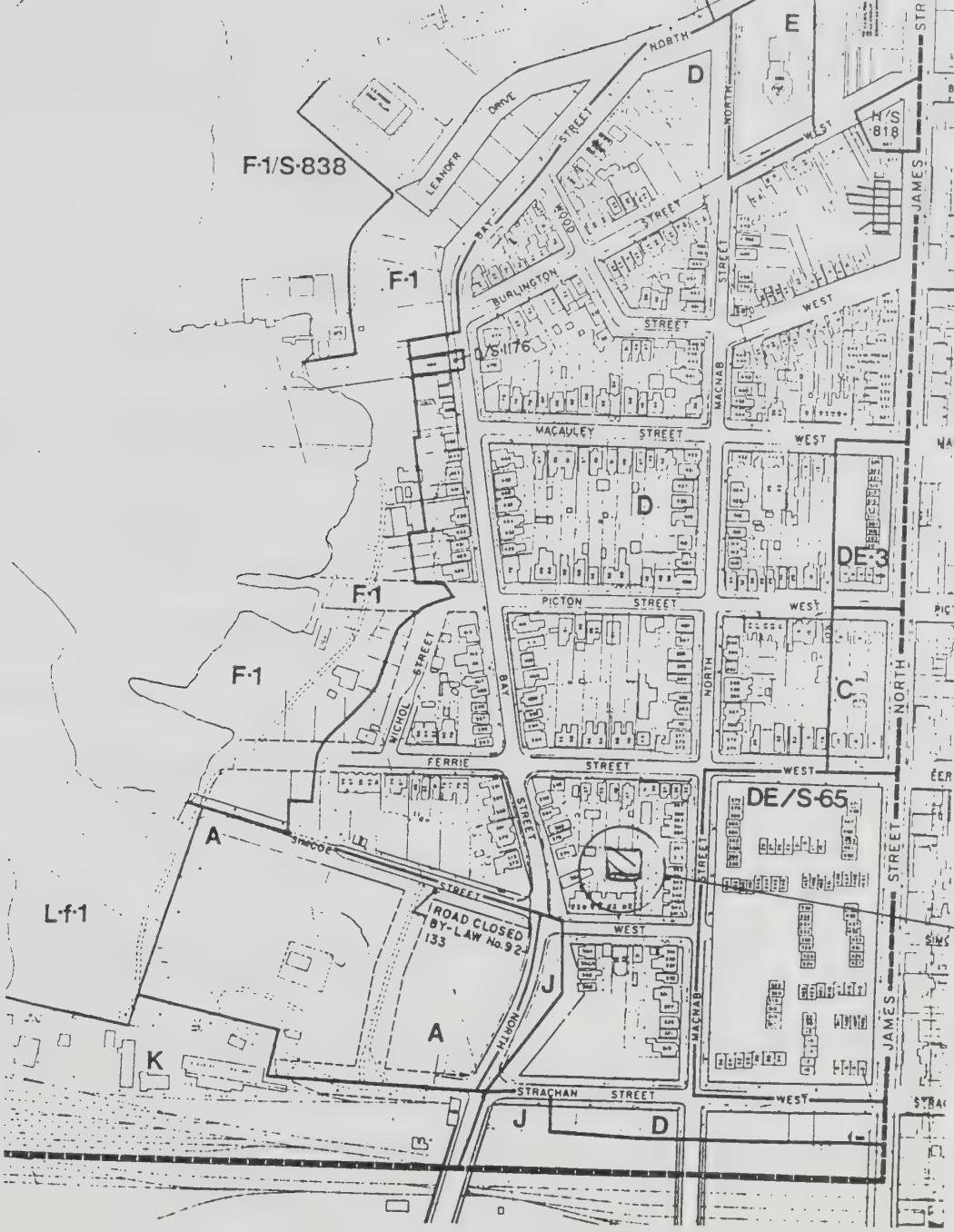
Alderman Wm. McCulloch, Alderman, Ward 2

J. G. Pavelka, P. Eng., Chief Administrative Officer

P. Noé Johnson, City Solicitor

J. J. Schatz, City Clerk

(96C-29)



All Lands Within This Neighbourhood Is Subject To Site Plan Control By-law No. 90-285.

40	107	106
127	21	10

This is not a Legal Document
For Zoning Verification Please
Contact City Building Department.

CITY OF HAMILTON

NORTH END WEST ZONING

Neighbourhood Boundary

Zoning Boundary.

0 100m

SCALE 50m

NORTH

Prepared for The City of Hamilton

PLANNING

E.

CITY OF HAMILTON

-RECOMMENDATION-

DATE: 1996 June 28th

REPORT TO: Alderman B. Charters, Chairman & Members,
Finance and Administration Committee

FROM: Susan K. Reeder, Secretary,
Finance and Administration Committee

SUBJECT: **Information Items**

RECOMMENDATION:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

(a) Financial Statements - Hamilton Sesquicentennial Celebrations Inc.

(b) Information Report - Treasurer - Capital Financing Requirements - Debenture Issue - report dated 1996 June 11th

(c) Information Report - City Treasurer - Sale of Tax Arrears Properties - report dated 1996 June 19th

(d) Information Report - City Treasurer - Status of Hosting, Receptions and Related Accounts as at 1996 May 31

(e) Information Report - City Solicitor - Mississauga Adult Video By-law Court Challenge - report dated 1996 June 25th

(f) Referral from City Council - Correspondence - Regional Municipality of Hamilton-Wentworth - Hamilton-Wentworth Health Survey: Tobacco Results - correspondence dated 1996 June 19th

Susan K. Reeder.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure followed for these matters is recorded.

URBAN\MUNICIPAL
CA4 ON HBL A05
C51F31
1996

URBAN MUNICIPAL

AUG 22 1996

GOVERNMENT DOCUMENTS

NOTICE OF MEETING

FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, 1996 August 20
1:30 o'clock p.m.
Room 233, City Hall

Susan K. Reeder

Susan K. Reeder, Secretary
Finance and Administration Committee

AGENDA

DELEGATIONS

A. Hamilton and District Labour Council - Referral back from City Council - Days of Protest - Direct Costs

B. John Mokryce, Architect - Settlement Claim (no copy)

1. **IN CAMERA AGENDA**

2. **CONSENT AGENDA**

3. **MAYOR ROBERT M. MORROW**

Grant - Exhibit - Diaspora to Jerusalem

(a) Report - Treasurer - Financing of the $2,000 funding request for Exhibit Diaspora to Jerusalem at McMaster University

4. **ALDERMAN T. ANDERSON**

Authorization - Optional Employee Payroll Deductions - Season Tickets - Hamilton Bulldogs (no copy)

Urban/Municipal Librarian
Hamilton Public Library
2nd Floor

5. **TREASURER**

(a) Post Audit Letter - Recommendations and Comments Concerning Accounting Systems, Procedures and Controls for 1995
(A short presentation will be made by the City's Auditors)

(b) Requested Information Report - Downtown Taxes

(c) Status of Development Charge Funds

(d) Appointment of an External Auditor

(e) Reallocate Excess Debenture Proceeds

(f) Unallocated M.T.O. Subsidy Distribution

(g) Requested Information Report - Excess or surplus capital financing during 1996 and Outstanding Capital Grant requests

(h) Information Report - Realty and Business Tax Arrears and Collection Procedures

6. **CITY SOLICITOR**

(a) Law Department Staff Complement - Legal Secretary/Reception

(b) Disposition of Proceeds from sale of 401 - 403 King Street West to the Community Adolescent Network of Hamilton

7. **CITY CLERK**

(a) Billiard Parlours

(b) Election System Replacement

(c) Record's Review Committee Report - Destruction of City of Hamilton Tax Rolls

8. **DIRECTOR OF PROPERTY/CHIEF ADMINISTRATIVE OFFICER**

Replace heating and cooling system at Dundurn Castle

9. **STAPLETON ENCLAVE**

(a) Information Report - Director of Planning and Director of Property - Acquisition Program for the Stapleton Residential Enclave

(b) Report - Chief Administrative Officer and Director of Property - Option to Purchase - 571 Kenilworth Avenue North from Andrew R. Kay (Single Family Residence in Stapleton Enclave) and subsequent Demolition

(c) Report - Treasurer - Funding of purchase of 571 Kenilworth Avenue North

10. **BUILDING COMMISSIONER**

Compliance under the Development Charges Act - 607 Queen Victoria Drive, Hamilton

11. **OTHER BUSINESS**

12. **ADJOURNMENT**

A.

OFFICE OF THE CITY CLERK

MEMORANDUM

****

TO: Susan K. Reeder, Secretary
Finance and Administration Committee
City of Hamilton

YOUR FILE:

FROM: S.G. Hollowell,
Acting City Clerk

SUBJECT: Referral Back from Council
Days of Protest - Direct Costs

1996 July 10

Please be advised that City Council, at its meeting of 1996 July 9, referred back Section 1 of the Thirteenth Report for 1996 of the Finance and Administration Committee, and directed that the Hamilton and District Labour Council be invited to attend the next meeting of the Finance and Administration Committee to deal with this issue.

Please take the necessary action to carry out the wishes of City Council.

S. G. Hollowell

cc: Patrice Noé Johnson

3.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 9

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Robert M. Morrow
Mayor

SUBJECT: Grant - Exhibit - Diaspora to Jerusalem

RECOMMENDATION:

(a) That funding in the amount of $2,000 be approved towards the cost of the "Disapora to Jerusalem" exhibit to be held at McMaster University from September 4 to November 10, 1996; and

(b) That the City Treasurer recommend the method of financing this expenditure.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Cost to the City of Hamilton of $2,000.

BACKGROUND:

McMaster University has been chosen as a site for a 2,000 year old exhibit travelling from Jerusalem for the first time to celebrate the 3,000th anniversary of that city.

The exhibit from the Diaspora to Jerusalem: Newly discovered family tombs in the Kidron Valley will be on display at McMaster University from September 4th to November 10th, 1996. This exhibit features artificats from two of the wealthiest Jerusalem families residing at the end of the second temple period (1st century).

The exhibit is coming to Hamilton and will not be shown in Toronto. This means a wide audience will be attracted to Hamilton to view the exhibit. The choice of the Hamilton site for the exhibit was made possible because of the commitment of Dr. Alan Mendelson and the generous dontaion of a member of the community.

The exhibit will also be included in the McMaster Sesquicentennial event in October.

The total cost of the exhibit is $25,000. McMaster University has contributed $5,000 towards the exhibit and the balance has been covered by private donors.

RMM/TW/pb.

cc: Allan Ross, City Treasurer
Kevin Beattie, Treasury

3. (a.)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1996 August 14

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Financing of the $2,000 Funding Request for Exhibit Diaspora to Jerusalem at McMaster University

RECOMMENDATION:

That the $2,000 funding request to offset the cost of the Exhibit Diaspora to Jerusalem at McMaster University be financed as a Convention/Reception Grant account CH 5A050 20020.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Normally Convention/Reception Grants have a maximum funding level of $1,500 with any appeal to this amount to be considered by the Finance and Administration Committee. The request would meet the criteria for a Convention/Reception Grant. However if approved, the 1996 Convention/Reception grant allocation would be depleted and accordingly prevent any further processing of grants within this program. There are no Contingency Funds within the 1996 Current Budget.

BACKGROUND:

Under separate cover is a recommendation from the Mayor to allocate $2,000 towards the abovenoted exhibit. The Mayor had asked within his recommendation for a funding source. The recommended source is the only budgeted source available to finance this allocation.

c.c. Grants Process Group

5. (a.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 7

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Post Audit Letter - Recommendations and Comments Concerning Accounting Systems, Procedures and Controls for 1994

RECOMMENDATION:

That the 1995 Post Audit Letter containing recommendations and comments affecting the City's accounting systems, procedures and controls and subsequent management action be accepted.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

Attached is the 1995 Post Audit Letter issued by MacGillivray Partners, Chartered Accountants on the City's operations for the Committee's review. Included in the letter are the observations on weaknesses of the existing systems audited, recommendations for strengthening these systems and the corrective action taken by management. There are two items in which Management is in disagreement with the opinion of the Auditors and they may wish to address the Committee on these.

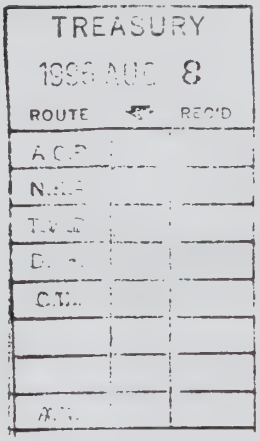
Att

MacGillivray
Partners

Chartered Accountants

Standard Life Centre, Suite 650
120 King Street West
Hamilton, Ontario L8P 4V2
Telephone: (905) 523-7732
Facsimile: (905) 572-9333

Bruno K. J. Bragoli
Wm. Michael Cashion
Michael G. Collyer
Colin C. Dalingwater
John C. Dow
Paul Gibel
Wm. B. Stephenson



August 8, 1996

Mr. Allan Ross, CMA
Treasurer
Corporation of the City of Hamilton
71 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Mr. Ross:

I am enclosing the final copy of our management letter resulting from our audit of the City's 1995 financial statements.

The "Management Comments" have been provided by Cecil Mascarenhas.

If you have any questions, please let me know.

Yours very truly

MACGILLIVRAY PARTNERS

per Michael Cashion

Wm. Michael Cashion, BComm, CA
Partner/jw
Enclosures

CITY OF HAMILTON

POST AUDIT LETTER

RECOMMENDATIONS AND COMMENTS CONCERNING
ACCOUNTING SYSTEMS, PROCEDURES AND CONTROLS
FOR THE YEAR ENDED 1995

MAY 1996

MacGillivray Partners
Chartered Accountants

PREVIOUSLY REPORTED UNRESOLVED MATTERS AND MATTERS NOTED IN 1995 FOR THE FIRST TIME

CONTENTS

Previously Reported Unresolved Matters

	# of Recommendations	Page Numbers
Loan Programs	1	1
Accounts Receivable - Collectibility	1	2

Matters Noted in 1995 for the First Time

	# of Recommendations	Page Numbers
Capital Expenditures	1	3
Goods and Services Tax	1	4
Capital Leases	1	5
Contingent Liabilities and Unsettled Expropriation Claims	1	6
Audit Adjustments and Review and Analysis of Accounts	2	7
Audit Committee	1	8
Year-End Closing	2	9

OBSERVATION	RECOMMENDATIONS	MANAGEMENT COMMENTS
LOAN PROGRAMS		
(H.R.L.P., Community Heritage Fund Program, and Termite Control Loan Program)		
Previously Reported Matters		
These programs consist of loaning funds to homeowners for various specific purposes. As such, the only assets which the City should have recorded are Principal Receivable and Advances on Loans not Finalized. Currently there are other amounts recorded as assets and liabilities (eg. write-off, advances from province, receipts transferred to be reloaned, provincial and municipal grant portions) which should have been recorded through the appropriate reserves.	Adjustments should be made to record the loan program asset accounts at their appropriate amounts. As well, a review of the current system should be done to ensure that similar adjustments will not be required in the future.	Agreed - this will be done prior to the 1996 year end.

OBSERVATION	RECOMMENDATIONS	MANAGEMENT COMMENTS

ACCOUNTS RECEIVABLE - COLLECTIBILITY

Previously Reported Matters

The allowance for doubtful accounts on recorded accounts receivable is not reviewed on a regular basis to assess its adequacy.	On a regular basis the recorded accounts receivable should be reviewed by management and an accurate allowance for those that are deemed to be uncollectible should be recorded via journal entry into the trial balance. Also, it is recommended that all balances allowed for from the various accounts be reallocated to a suspense account in order to keep control over them.	Currently the accounts receivable is being reviewed on a regular basis. Since the City only prepares financial statements annually, the allowance for doubtful accounts is only updated annually. Management does not feel there is any added value to recording uncollectible accounts more often than annually.

OBSERVATION	RECOMMENDATIONS	MANAGEMENT COMMENTS
CAPITAL EXPENDITURES		
Matters Noted in 1995 for the First Time		
Current year's capital expenditure included Parking Authority expenditures for purchase and development of off-street, parking sites. As these expenditures were to be internally financed, inclusion of these amounts as Unfinanced Capital Outlay is contrary to best practice. Inclusion of these amounts as Unfinanced Capital Outlay results in an overstatement of Reserves.	We recommend that management review the source of financing before expenditures are recorded as unfinanced capital outlay.	Agreed. This has now been done in 1996.

OBSERVATION	RECOMMENDATIONS	MANAGEMENT COMMENTS
GOODS AND SERVICES TAX		
Matters Noted in 1995 for the First Time		
At the current time we are not aware of any controls which exist with respect to the Goods and Service Tax. The unrecoverable portion of the tax represents a significant amount of expenditure.	On a monthly basis, an overall reasonability test should be performed to ensure that the recorded unrecoverable expenditure is reasonable.	Currently this is being done but not documented. We will change our procedures to include documentation of the review.

OBSERVATION	RECOMMENDATIONS	MANAGEMENT COMMENTS
CAPITAL LEASES		
Matters Noted in 1995 for the First Time		
There exist a significant amount of current leases which meet the criteria of being capital in nature as defined by the C.I.C.A. Handbook. Primarily these leases were entered into by the Information Systems Department.	All significant leases entered into should be reviewed by management, and if the criteria of a capital lease is met, the asset and obligation should be properly recorded.	Agreed. We will review our leases in 1996 and record as capital assets if applicable.

OBSERVATION	RECOMMENDATIONS	MANAGEMENT COMMENTS

CONTINGENT LIABILITIES AND UNSETTLED EXPROPRIATION CLAIMS

Matters Noted in 1995 for the First Time

Contingent liabilities and unsettled expropriation claims are not accrued for as a liability.	The accounting department should be in contact with the legal department for any significant claims against the City, and assess whether the Contingency should be accrued for as per the criteria and recommendations of the C.I.C.A. Handbook. Likewise, the property department should be contacted to determine if any unsettled expropriations need be accrued for as a liability.	Disagree. Management does review all outstanding claims and if significant are included in the notes as potential claims. It is our position that it will only be recorded as a liability when the claim is settled and has received the approval of City Council.

OBSERVATION	RECOMMENDATIONS	MANAGEMENT COMMENTS
AUDIT ADJUSTMENTS AND REVIEW AND ANALYSIS OF ACCOUNTS		
Matters Noted in 1995 for the First Time		
1. All adjustments which come about as a result of the audit are recorded as adjustments to the financial statements only, and are not recorded in the records of the City.	These adjustments should be recorded in the records via journal entry so that the books are kept up to date with all information that comes about as a result of the Audit.	Agreed. This will be done in 1996
2. Based upon the number and nature of differences discovered during the course of our audit work, it is our conclusion that accounts are not being reviewed and analyzed during the course of the year.	Regular review and analysis of the accounts should be undertaken in order to detect and correct errors.	Agreed. This will be done in 1996.

OBSERVATION	RECOMMENDATIONS	MANAGEMENT COMMENTS
AUDIT COMMITTEE		
Matters Noted in 1995 for the First Time		
The City currently does not have an Audit Committee or equivalent body who is responsible for oversight of the financial reporting process.	Although not required to have an Audit Committee, such a committee would ensure that reporting matters and audit observations are reviewed and dealt with on a timely basis.	For the consideration of the F & A Committee. The F & A Committee is currently the Audit Committee. Annual audited financial statements and all applicable Post Audit recommendations are presented in full detail to the Committee members who then have an opportunity to ask any questions of the auditors or staff that they feel are appropriate. If the Committee feels it is necessary to have a separate audit committee as a sub-committee of the F & A Committee, Management has no concerns.

OBSERVATION	RECOMMENDATIONS	MANAGEMENT COMMENTS
YEAR-END CLOSING		
Matters Noted in 1995 for the First Time		
1. The closing of the books for year-end purposes are made with a significant number of journal entries geared toward actual transactions, instead of simpler accruals of estimates.	Accruals should be utilized during the closing process which would allow for a quicker close, and less journal entries processed for the year-end.	Agreed. This will be done for the 1996 year end.
2. The trial balance contains numerous accounts for which little to no activity occurs during the year.	The trial balance accounts should be scrutinized and all unnecessary accounts should be closed out. This would eliminate the need for reallocations at year-end.	

5. (b.)

CITY OF HAMILTON

- INFORMATION -

DATE: 1996 August 16

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Requested Information Report - Downtown Taxes

DISCUSSION:

At the Finance and Administration Committee meeting of 1996 May 21, an Information Report regarding Options on Downtown Taxes was tabled by the Committee.

A meeting was held in the Office of the Mayor on 1996 May 22. It was agreed that the representatives of the B.I.A.'s coordinated by Ms. Mary Pocius of the International Village B.I.A. would assemble information on downtown tax levels to be submitted to a subsequent meeting of the Finance and Administration Committee.

Staff had previously been advised that this information would be available for the August meeting of the Finance and Administration Committee. Recent communication with Ms. Pocius, however, indicates that the required information is in the process of being assembled and will not be available to be considered in conjunction with the previously tabled report until the September meeting of the Finance and Administration Committee.

Allan C. Ross

ACR/an

c.c. J. Pavelka, Chief Administrative Officer
P. Noé Johnson, City Solicitor

5. (c.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 9

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Status of Development Charge Funds

RECOMMENDATION:

That the attached analysis of the transactions of the City's development charges reserve for the year 1995 be received.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

Section 17 of Bill 20, "An Act to Provide for the Payment of Development Charges" requires the Treasurer to submit a statement of the City's development charges reserve each year on or before such date as directed by Council. In accordance with the resolution of the Finance and Administration Committee on October 8, 1992 a summary analysis of the activities in this reserve for the year 1995 is noted as follows:

		Total $
Balance as at Jan. 1/95		6,030,634
Development charges received or receivable		823,914
Development charges refunded		0
Interest Earned		411,356
		7,265,904
Transferred to the capital fund (Traffic signal improvements)		(15,000)
Amounts allocated		
Services through unsubdivided lands	(1,718,889)	
Reduction of current debenture charges	(600,000)	(2,318,889)
Balance as at Dec. 31/95		4,932,015

On September 23, 1995, City Council approved a staff recommendation for a new Development Charges By-law with charges based upon the growth related net capital costs for a specified list of City services.

The City Treasurer was also authorized and directed to create the following Development Charge accounts within the Development Charge reserve fund for the collection and control of Development Charges:

Storm Water Retention
Parkland Acquisition
Studies

In keeping with these recommendations, in addition to these accounts, an additional classification for vehicles and equipment is required and has been included within the accounts as summarized on the attached Appendix "A".

TWD:cls

c.c. P. Noé Johnson, City Solicitor

Appendix "A"

Development Charge Reserve Fund
Statement of Continuity
Period January 01, 1995 to December 31, 1995

	Total $	Indoor Recreation $	Outdoor Recreation $	Library Buildings & Materials $	Traffic Signals $	Parkland Acquisition $	Vehicles & Equipment $	Studies $	Engineering (area specific) $	Storm Water Retention $	Fire Stations $
Balance as at Jan 01, 1995	6,030,634	1,742,844	951,621	659,888	87,718	0	0	0	1,718,889	0	869,674
Development charges received or receivable	823,914	219,798	138,364	86,002	13,657	20,586	5,379	108	221,692	0	118,328
Development charges refunded	0	0	0	0	0	0	0	0	0	0	0
Interest earned	411,356	119,648	66,999	45,555	5,650	1,873	489	10	114,959	0	56,173
	7,265,904	2,082,290	1,156,984	791,445	107,025	22,459	5,868	118	2,055,540	0	1,044,175
Transferred to the capital fund	(15,000)	0	0	0	(15,000)	0	0	0	0	0	0
Amounts allocated:											
1) Services Through Unsubdivided Lands	(1,718,889)	0	0	0	0	0	0	0	(1,718,889)	0	0
2) Reduction of current debentures	(600,000)	(175,972)	(96,083)	(66,628)	(8,212)	0	0	0	(169,862)	0	(83,243)
Balance as at December 31, 1995	4,932,015	1,906,318	1,060,901	724,817	83,813	22,459	5,868	118	166,789	0	960,932

5. (d.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 12

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Appointment of an External Auditor

RECOMMENDATION:

(a) That the firm of MacGillivray Partners, Chartered Accountants, be continued as municipal auditor for the City of Hamilton, including its Local Boards, Hamilton Entertainment and Convention Facilities Inc., Hamilton Hydro Electric System, Canusa Games, the Canadian Football Hall of Fame and Museum, Hamilton Housing Company Limited, The Municipal Non-Profit (Hamilton) Housing Corporation, Hamilton Municipal Retirement Fund, The Hamilton and Scourge Foundation, Inc., and all of the Boards of Management for the Business Improvement Areas within the City of Hamilton for the year 1996 at a fee of $109,950 including completion of the audit of the City's Financial Report, but excluding G.S.T.

(b) That the by-law respecting "To Appoint An External Auditor" be approved by City Council.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Audit fees for 1996 chargeable by the firm of MacGillivray Partners, Chartered Accountants, for the City of Hamilton, Local Boards, the Hamilton Hydro Electric System, and all affiliated organizations amount to $109,950 in comparison to their 1995 audit fee of $104,070.

BACKGROUND:

City Council authorized the City Treasurer on 1992 September 29 to call for proposals for External Audit Services for a five-year term commencing with fiscal year 1993.

It was proposed that the audit service be reviewed annually and the appointment be made annually based on their performance until the completion of the five year term.

The fees payable are increased over the prior year to reflect inflation and are within the terms of the contract with Municipal Non-Profit (Hamilton) Housing Corporation wherein the audit fees are to be adjusted based on the number of projects that are active. The audit fee for Municipal Non-Profit (Hamilton) Housing may vary from year to year as more projects come on stream, as per the terms of the contract and the audit proposal which was approved by City Council 1992 Septembef 29. Therefore, the audit fee for 1996 increased from the original $101,000 to $109,950.

City Council appointed the present auditor until 1995 December 31 and to complete the 1995 financial report under the City By-Law No. 95-169 dated 1995 August 29. It is now recommended that the present auditor be continued for another year (1996).

MBCS:an
Attach

c.c. J. Pavelka, Chief Administrative Officer
P. Noé Johnson, City Solicitor
D. Cummings, Secretary-Treasurer, Hamilton Hydro Electric System
G. Macaluso, Managing Director/CEO, Hamilton Entertainment and Convention Facilities Inc., Attention: J.A. Leuser
P. Baker, General Manager, Hamilton Parking Authority
K. Roberts, CEO, Hamilton Public Library
Ottawa Street B.I.A., Attention: Mr. Gord Culshaw, Chairperson
Westdale Village B.I.A., Attention: Mr. Daniel Upsdall, Chairperson
Downtown Hamilton B.I.A., Attention: Mr. R. Titan, Chairperson & Mr. Graeme McTaggart, Executive Director
Barton General B.I.A., Attention: Mr. Keith Cody, Chairperson
International Village B.I.A., Attention: Mr. W. Schoen, Chairperson & Mrs. Mary Pocius, Executive Director
Main West Esplanade B.I.A., Attention: Mrs. Maria Farrugia, Chairperson
Concession Street B.I.A., Attention: Ms. Betty Toplack, Chairperson
S. Glover, Secretary, Football Hall of Fame and Museum Management Committee
MacGillivray Partners, Chartered Accountants, Standard Life Centre
120 King Street West, Suite 650, Hamilton, Ontario, L8N 3M5
Attention: Mr. M. Cashion

Bill No.

The Corporation of the City of Hamilton

BY-LAW NO. 96-

Respecting:

APPOINTMENT OF AN EXTERNAL AUDITOR

WHEREAS Section 86(1) of the Municipal Act, R.S.O. 1990, Chapter M.45, authorizes City Council to appoint one or more auditors who are licensed under the Public Accountancy Act for a term of five years or less;

AND WHEREAS the Council of The Corporation of the City of Hamilton in adopting Item 6 of the 18th Report of the Finance Committee on October 8, 1991 appointed the firm of MacGillivray Partners as the City of Hamilton's external auditor;

AND WHEREAS the Council of The Corporation of the City of Hamilton on , in adopting Item of the Report of the Finance and Administration Committee appointed the firm of MacGillivray Partners as the City of Hamilton's external auditor for the year ending December 31, 1996;

NOW THEREFORE the Council of the Corporation of the City of Hamilton enacts as follows:

1. The firm of MacGillivray Partners is appointed as The Corporation of the City of Hamilton's external auditor until December 31, 1996.

2. The firm of MacGillivray Partners shall also complete the 1996 Financial Report for The Corporation of the City of Hamilton.

3. The duties of the auditor shall include auditing the accounts and transactions of The Corporation of the City of Hamilton, every local board of The Corporation of the City of Hamilton, as defined by the Municipal Affairs Act, the Hamilton Entertainment and Convention Facilities Incorporated, the Hamilton Hydro Electric System, Canusa Games, the Canadian Football Hall of Fame and Museum, Hamilton Housing Company Limited, The Municipal Non-Profit (Hamilton) Housing Corporation, The Hamilton Municipal Retirement Fund, The Hamilton and Scourge Foundation, Inc., and all of the Boards of Management for the Business Improvement Areas within the City of Hamilton.

4. The fee payable to the auditor shall be $109,950 for 1996. The fee shall be reduced if the hours actually spent are less than anticipated by the City and the auditor. All disbursements are included as part of the regular fee.

PASSED this day of , 1996.

City Clerk Mayor

5. (e.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 8

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Reallocate Excess Debenture Proceeds

RECOMMENDATION:

That the City Solicitor be authorized and directed to make application to the Ontario Municipal Board for approval to reallocate the excess debenture proceeds of $892,565.96 from Hydro Street Lighting conversion program, Account Centre No. CF609243008 (O.M.B. No. E920430 dated 26 June 1992) to the following projects:

Transferred to:

Description	Account Centre Number	O.M.B. No. & Date	City By-Law Number	Excess Debenture Proceeds
Major Maintenance to Civic Buildings	CF 319441005	N/A	94-095	$ 4,086.36
Major Maintenance to Civic Buildings	CF 319541001	N/A	95-090/95-227	9,126.00
Farmer's Market Replacement of Roof	CF 319441012	N/A	94-095	1,081.86
Scott Parka Arena - Replacement of Roof	CF 319441008	N/A	94-095	1,376.99
Westmount & Mountain Arena - Boiler Replacement	CF 319441009	N/A	94-095	1,598.00
Copps Coliseum - Steam To Hot Water Conversion	CF 319441013	N/A	94-095	2,116.64
Parkdale Arena	CF 709441023	N/A	95-228	228,805.00
Inch Park Arena	CF 709441024	N/A	95-228	228,805.00
Ivor Wynne Stadium Improvements (Infrastructure)	CF 809453007	N/A	94-135	4,785.02

Transferred to: (Cont'd.)

Description	Account Centre Number	O.M.B. No. & Date	City By-Law Number	Excess Debenture Proceeds
1994 Roads & Sidewalks Reconstruction Program - Local Roads	CF 529442001	N/A	94-095	$ 54,332.00
Waterfront Park Washrooms	CF 419454014	N/A	94-123	46,453.09
Enclave Clearance Program	CF 308750001	E 871041 09-Dec-87	88-32	310,000.00
				$892,565.96

Allan C. Lorre

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

As above.

BACKGROUND:

The Hydro Street Lighting Conversion Program was completed under budget and authorized to close the account under Item No. 4 of the TENTH Report of the Transportation and Environment Committee adopted by Council 1995 August 29. Section 168(2) of the Municipal Act required a municipality to obtain Ontario Municipal Board approval for the transfer of debenture proceeds.

NRA:jc

c.c. P. Noé Johnson, City Solicitor, Attention: L. Farr

5. (?)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 12

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Unallocated MTO Subsidy Distribution

RECOMMENDATION:

a) That the "Unallocated MTO Subsidy", Account Centre No. 258742001, be closed and surplus funds in the amount of $185,951.47 be transferred to the Reserve for Capital Projects CH 00203;

b) That the City Treasurer be authorized to transfer any surplus financing regarding MTO subsidy allocation from the Road Reconstruction Programmes, City's Share of Local Improvements, and Install/Modernize Traffic Signals projects to be credited to the Reserve for Capital Projects, as outlined in the Committee of the Whole Report dated 1996 January 26 in relation to the City's 1996-2005 Capital Budget Program.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The surplus funds will be allocated to the Reserve for Capital Projects to finance future Capital Programs.

BACKGROUND:

The Province's Fiscal and Economic Statement announcement on 29 November 1995 rolled Unconditional Grants and Municipal Roads Programs into a new block funding program called the Ontario Municipal Support Program. This program covers a variety of services with virtually all conditions removed.

The Province's Municipal Roads Program provided the City with over $32 million since 1991 to be applied to the City's Road Reconstruction Programs, resurfacing of roads, traffic signal maintenance, and general roads maintenance including winter maintenance. Throughout this six year time frame, timing differences occurred between receipt of the MTO subsidy payments throughout the year and the auditing of the City's claim. As such, a Work-in-Progress account was set up to control the receipt of subsidies and distribution of the monies to the various Reconstruction Programmes and the City's current budget.

The Ministry of Municipal Affairs has just recently completed the final MTO audit of the City's 1995 Roads claim, with negligible audit adjustments. After final distribution from the Unallocated MTO Subsidy account as a result of the final MTO audit, and after the 1992 to 1995 Road Reconstruction Programmes have been credited with amounts authorized by Council to fully finance the Programmes (after financing from either Capital Levy or debentures), the City has a surplus in this account amounting to $185,951.47.

As all future Ontario Municipal Support Program subsidies to be set aside for capital works are to be credited to the Reserve for Capital Projects, the Unallocated MTO Subsidy account will be closed and surplus monies credited to this Reserve as well.

CK/an

5. (9.)

CITY OF HAMILTON

- INFORMATION -

DATE: 1996 August 9

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Excess or Surplus Capital financing during 1996 and Outstanding Capital Grant Requests

BACKGROUND:

Item 2 of the THIRD Report of the Committee of the Whole adopted by Council on 1996 March 28 outlines the following resolution:

> "That any excess or surplus capital financing identified during 1996 through the closure of capital project accounts, as approved by City Council be reported to the Finance and Administration Committee for consideration of their use in funding additional capital grants."

The City Treasurer was directed by the Standing Committees and Council to close the following Capital Project Accounts with any excess funds being transferred to the original source of funding. These accounts were closed during 1996 January 1 through July 9 and were reported to Standing Committees and Council. As per direction noted above, the closed accounts are summarized below for review by the Finance and Administration Committee for consideration of their use in funding additional capital grants.

Centre No.	Description	Gross Cost	Total Expenditure	Excess Financing	Source of Financing
Parking Authority					
CF909145002	Demolition and Site Preparation	$275,000	$274,971	29	Reserve for Off-Street Parking
CF909145004	Study & Design - Existing/Future Parking	50,000	49,616	384	"
CF909245004	Demolition & Site Preparation	100,000	99,287	713	"

Centre No.	Description	Gross Cost	Total Expenditure	Excess Financing	Source of Financing
Parking Authority - Cont'd.					
CF909345007	Upgrading of Existing Facilities	$300,000	$300,000	$ 0	Reserve for Off-Street Parking
CF909345009	Study & Design - Existing/Future Projects	50,000	49,467	533	"
CF909445011	Upgrading Existing Facilities	100,000	99,846	154	"
		$875,000	$873,187	$1,813	

Note: The usage of the excess financing of $1,813 from the Reserve for Off-Street Parking is restricted to the specific purpose for Parking Authority.

Acquisition of Neighbourhood Park Lands					
CF628650002	McAnulty	$ 150,000	$ 139,926	$ 10,074	Reserve for Parkland
CF628650004	Rushdale	1,230,750	1,215,865	14,885	"
CF628650005	Beasley	1,231,700	1,120,153	111,547	"
CF628650006	Durand	137,910	77,572	60,338	"
CF628650009	Landsdale	681,500	655,976	25,524	"
CF628650010	Keith	329,820	333,015	(3,195)	"
		$3,761,680	$3,542,507	$219,173	

Note: The usage of the excess fund of $219,173 from the Reserve for 5% Park Lands is restricted to the specific use for future park purposes.

Other Projects					
CF319141004	Security Improvement - City Hall	$100,000	$100,000	$ 0	Reserve for Capital Projects
CF319151012	Convention Centre Light Control	25,000	24,963	37	"
CF319251004	C.U.P. - Capital Replacement	70,000	69,998	2	"
CF319349008	Sculpture Court - Commonwealth Square	110,000	109,935	65	"
CF319351006	C.U.P. - Capital Replacement	70,000	69,998	2	"
CF319441005	Major Repairs to Civic Buildings	400,000	399,955	45	Debenture
CF319441009	Westmount/Mtn. Arenas Boiler Replacement	$154,000	$153,938	$ 62	Debenture

Centre No.	Description	Gross Cost	Total Expenditure	Excess Financing	Source of Financing
Other Projects - Cont'd.					
CF319441013	Copps Coliseum - Steam to Hot Water Conversion	205,000	205,000	0	Debenture
CF319451019	C.U.P. - Capital Replacements/New Equipment	70,000	69,961	39	Capital Levy
CF319541008	Central Fire - Replace Flat Roofs	73,000	72,996	4	Capital levy/ Reserve for Capital Projects
CF708941003	Seniors' Recreation Centre - Warden Park - 53 Lake Ave.	100,000	9,469	90,531	Reserve for Capital Projects
CF709441021	Riverdale Recreation Centre	450,910	126,826	324,084	Debenture/ Reserve for Capital Projects
CF709441035	Lawfield and Rosedale Arenas - Rubber flooring	63,000	62,512	488	Reserve for Capital Projects
		$1,890,910	$1,475,551	$415,359	

The excess financing noted above was analyzed as follows:

Reserve for Capital Projects/Capital Levy	$288,426
Debenture financing (issued or yet to be issued)	126,933
	$415,359

The excess debenture financing if previously issued, are reallocated to approved capital projects requiring debenture financing. If the excess debenture financing have not yet been issued, the debentures are not issued and the excess O.M.B. authorizations are cancelled.

The excess funds of Reserve for Capital Projects and/or Capital Levy available from closed accounts, such as proceeds of $288,426 noted above are transferred back to the Reserve for Capital Projects for financing future capital projects as outlined in the Capital Budget.

Attached as Exhibit 1 is a list of outstanding 1996 Capital Grants which were tabled at the Committee of the Whole meeting 1996 March 28, pending the identification of additional capital funds.

NRA/DKB:jc

c.c. K. Beattie, Grants Co-ordinator

CITY OF HAMILTON

OUTSTANDING 1996 CAPITAL GRANT REQUESTS

Exhibit 1

	Organization	Requested Amount		Purpose of Request
1.	Armenian Community Centre	$25,000		-offset costs incurred for parking lot
2.	Hamilton Filipino Community Centre	$25,000		**-assist in the restoration of the building
3.	Portuguese Community Centre	$12,500		**-finalize work related to 1995 Capital Grant of $12,500 for parking lot
4.	St. Nicholas Ukrainian Catholic Church	$	**	-elevator for disabled
5.	Victoria Curling Club	$ 9,990		-assist with 4 restoration building projects
6.	Wentworth Shooting Sports Club	$11,139		-assist with external building repairs
7.	Youth Flight Canada Education Fund	$30,000		-construction of a flyable aircraft by Hamilton Youths
8.	YWCA - Ottawa Street	$62,535		-replacement of underground piping of the swimming pool
	TOTAL REQUESTS	$176,164		

** Details of request to be clarified

5. (h.)

CITY OF HAMILTON

- INFORMATION -

DATE: 1996 August 6

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Realty & Business Tax Arrears and Collection Procedures

BACKGROUND:

The purpose of this report is to advise the Committee on the status of business and realty tax arrears as at June 30, 1996, and to evaluate the effectiveness of the revised collection procedures and policies which have been implemented to date.

PART "A" - CURRENT STATUS OF REALTY AND BUSINESS TAX ARREARS

The following is a comparison of the overall status of realty and business tax arrears as at June 30th for the period 1992 to 1996 inclusive.

	1992	1993	1994	1995	1996
Realty Tax Arrears	$62.0M	$74.5M	$78.3M	$77.5M	$78.1M
% Increase		20.1%+	4.6%+	1.1%-	.8%+
Business Tax Arrears	$ 8.7M	$ 11.2M	$ 11.0M	$10.2M	$8.4M
% Increase		28.0%+	2.1%-	6.8%-	18.0%-
Total Arrears	$70.7M	$85.7M	$89.3M	$87.7M	$86.5M
% Increase		21.1%+	3.8%+	1.8%-	1.4%-

Note: The above realty arrears include MAPP payments for July 1st of each year where applicable

You will note from this analysis that the rate of increase in realty tax arrears has been reduced substantially in the past 2 years and the amount outstanding is relatively constant. The amount of outstanding business arrears has been reduced by $ 1.8M or 18% in 1996 which is a substantial reduction from the balance outstanding in 1995. Overall, the total arrears have been reduced by $ 1.2M which is a 1.4% reduction from the prior year.

Exhibits "A" and "B"(attached) show an analysis of both realty and business tax arrears for the past 6 years as at June and December. You will note that the amount of arrears are historically higher in June of each year than at year end by a notable margin.

Realty Tax Arrears

Our current analysis of realty tax arrears, which are secured against the property, indicates that, as in the past few years, the trend is continuing in which a small number of large accounts represent a large share of the total realty taxes outstanding and we are continuing to focus collection efforts towards these larger accounts. While the majority of the realty tax arrears represent current and 1 year prior taxes, the total amount of these arrears appear to be stabilizing whereas the amounts in the 3 year+ category are increasing. This results in a need to place more emphasis on collections on properties which are or will be subject to tax registration procedures.

Exhibit "C" illustrates the aging of the realty tax arrears as at June and December for the past 6 years. You will note that prior to 1995, the majority of the increase occurs in the current and first two years arrears. This trend is now starting to shift into the 3 year category where these properties are subject to tax registration procedures. As indicated in this illustration, the realty tax arrears in this category increased from $7.7M in June, 1995 to $10.2M in June, 1996 which is an increase of $2.5M or 32.5% over this 1 year period. It should also be noted that this $2.5M increase represents only the portion of the taxes over 3 years in arrears on those properties subject to tax registration. The total arrears applicable to this category of properties amounts to $24M.

Exhibit "D" represents an analysis of the outstanding realty taxes as at June 30, 1996. As indicated, there were 15,231 properties in the City of Hamilton with tax arrears. Approximately 13,200 were single owner residential properties owing $30.0M or 40.7% of the total realty tax arrears. The balance of 2,018 properties were multi-residential, commercial, and industrial properties, owing $43.8M or 59.3% of the total amount.

The upper portion of this exhibit shows the distribution of the arrears owing per property. There were approximately 14,300 properties with arrears of less than $10,000 owing a total of $29.3M or 39.7% of the total arrears. The remaining 919 properties owe arrears of $44.5M or 60.3% of the total outstanding. **In other words, 94% of the properties in arrears owed 40% of the total while 6% of the properties in arrears owed 60% of the total.** This trend is continuing from 1995 although some of these larger accounts are gradually being settled through the use of extension agreements and refinancing arrangements initiated through the tax registration process.

From January 1995 to January 1996 the number of properties subject to registration increased from 1,439 to 1,556 an increase of 117 properties or 8.1% from the prior year.

As at June 30, 1996 as a result of ongoing payments and payment arrangements, 757 properties remained subject to the tax registration process. At the time of this report, 28 properties had been registered in 1996 for tax arrears under the provisions of the Municipal Tax Sales Act and it is anticipated that in total 200 properties will be registered by year end. During 1995, 131 properties were registered through this process and to date 52 of these have been paid in full. It is forecasted that tax arrears certificates could be registerable on the titles of over 200 properties in 1997 unless sufficient payment is received or acceptable payment arrangements are arrived at before the registration date.

Presently there are 23 properties which have not been redeemed within the one year period and are being reviewed to confirm proper procedures have been followed. The properties will then be offered for sale for tax arrears by tender in accordance with the Municipal Tax Sales Act unless paid off in full. Since 1989, 33 properties have been sold for tax arrears. Of these, 5 have been owner occupied residential properties. The remaining properties were vacant land, tenanted or unoccupied buildings. The current collection procedures allow the property owner every opportunity to make payment over the three year period prior to registration, and the Treasury Department is prepared to accept reasonable payment arrangements and register the property only as a last resort. After the property is registered, the taxpayer has the opportunity to enter into an extension agreement for payment of the arrears in instalments or redeem the property by making payment in full at any time prior to the sale.

Business Tax Arrears

In the case of business taxes, which are not secured against the property, the present aggressive business tax collection procedures will be continued in an attempt to lower tax arrears in this area. The temporary reorganization of supervisory staff in the taxation section has had a positive impact on collections in addition to improvements implemented in the billing process and monitoring of accounts. We are continuing with the proposed overall reorganization of staff in the taxation section. We are also continuing to use bailiffs to assist in the collection of business taxes for a trial period which has been extended to September 30, 1996.

As indicated in our previous report to the Committee in March, 1996, under this pilot project the bailiffs had collected (including payment arrangements) approximately $ 195,000 or 78% of $ 251,000 in tax arrears owing on 26 warrants which had been issued to them, after taking bankrupt and out of business accounts into consideration. We have since issued an additional 33 warrants which are presently being served. On one of these accounts which had business tax arrears in excess of 4 years, payment in full was received after final action was initiated by the bailiffs by appearing on site with vehicles to remove the goods and chattels of the business. Our experience to date has shown that the use of the bailiffs to collect outstanding business tax arrears is a very effective means of collection.

In accordance with previous Committee and Council approval, we have requested proposals from bailiffs licensed in the Hamilton Wentworth region and will be evaluating their submissions and making a recommendation for the use of multiple bailiffs to assist in the collection of delinquent accounts prior to the expiration of the trial period. As noted in previous reports to the Committee, for the purpose of collection of insolvent accounts, the City's status is that of an unsecured creditor. Accordingly, the City's claim is satisfied after the Federal and Provincial Governments (Income Tax, Sales Tax, Worker's Compensation, etc.) any claims for wages owed employees and any secured creditors. By utilizing the services of a bailiff, the City can elevate it's position to that of a secured creditor which effectively gives the City a priority in claims over most creditors thereby improving the collectibility of most business tax accounts.

As indicated on the attached Exhibit "B", until 1994, business tax arrears were increasing at a rate not seen in recent history. Increased numbers of business closures, bankruptcies and a general economic sluggishness were contributing factors in this regard. Business tax write-offs were $1,100,000 in 1993, $1,091,000 in 1994 and $ 1,259,000 in 1995. It is anticipated that 1996 write offs will be approximately $1,500,000. Hopefully this situation will improve in 1997 due to increased efforts in the collections area and economic improvements.

Included in the $8.4M business tax arrears as at June 30, 1996 is an amount of $1.4M in outstanding appeals under Section 442 of the Municipal Act which are outstanding with the Assessment Review Board. The majority of these accounts are out of business and have been overbilled for taxes in 1996. These adjustments will be made to the remission account and partially recovered from the Region and School Boards based on their percentage of levy (75% of amount is recoverable). The implementation of a revised procedure by the Province for dealing with the administration and the hearing of these appeals and the automation of the process within the Treasury Department has enhanced the processing of these documents.

PART "B" - EVALUATION OF REVISED COLLECTION POLICIES/PROCEDURES

The City's revised realty and business tax collection procedures are outlined on the attached Exhibits "E" and "F". Revisions which have been recommended to the Committee over the past three years have been incorporated into these procedures although some may not yet be fully implemented since we are still in the process of staff reorganization and making changes to internal processes and procedures within the Department. As indicated in previous reports, the present tax system, around which our collection procedures were designed, was implemented in the early 1960's and we are still in the process of reviewing options for the implementation of a new tax system.

We are continuing our efforts towards a more personal approach and communication with taxpayers who are in arrears in order to make a better assessment of their financial situation and determine the proper course of action.

Revisions to Collection Procedures Implemented to date

Realty Taxes

- Personalized letters from the Treasurer are being forwarded to all property owners with arrears in excess of $50,000. with encouraging results. In addition, personalized "final notices" are being sent to all taxpayers prior to the registration of the property which has generated a favourable response and resulted in an increase in payment arrangements.

- The introduction of extension agreements has offered staff and the taxpayers more flexibility in dealing with serious tax arrears problems and an alternative which suspends tax sale proceedings. Although it has encouraged payment arrangements and been favourably accepted by taxpayers, it has also increased staff administrative demands in this area. A user fee to assist in defraying these additional costs was implemented in 1995.

- The utilization of the Law Department in the title searches and registration of properties subject to tax registration procedures has assisted the Treasury Department in dealing with the numbers of properties subject to this process. The Law department has also provided assistance and advice on the application of extension agreements, and the tax sale process for the disposal of tax arrears properties.

- An additional remedy which has been utilized is rent attornment. Under rent attornment, tenants occupying a property in realty arrears are required to remit their rent directly to the municipality to offset outstanding tax arrears.

- A policy has also been approved by Council whereby the Treasurer, in handling the collection of realty tax arrears of abandoned industrial properties, is directed to consider the environmental conditions of such properties in selecting the appropriate method (court action, tax sale or distress) to recover such arrears in order that environmental cleanup obligations are not incurred by the City. This results in a "case by case" consideration of appropriate collection procedures for such accounts.

- A computerized listing of all properties with arrears in excess of 2 years was forwarded to all major financial institutions in the City of Hamilton in 1995. Unfortunately, this process was not as effective as originally anticipated since these institutions have not been able to sort only those properties in which they may have an interest due to the lack of a mortgage number or some other identifier on the report. We will be reviewing our alternatives in this area.

Business Taxes

- The Treasury Department has appointed, as part of the proposed reorganization, a collections clerk to deal with the demand for additional monitoring, tracking and maintenance of accounts in the system due to the number of out of business accounts, bankruptcies, appeals, etc.

- The revisions by the Province to the system of processing and hearing appeals to the Assessment Review Board and the implementation of a automated system in the Treasury Department has expedited the processing of adjustments and the subsequent follow up and collection of outstanding accounts.

- The policy approved by Council for extension agreements, which requires payment or payment arrangements for outstanding business taxes as a condition of the agreement, has provided a mechanism to assist staff in the collection of arrears which may have otherwise been difficult to collect.

- A procedure for in-house collection on large accounts including personalized correspondence and/or telephone contact by staff has been partially implemented.

- Improvements have also been implemented in the process for handling postdated cheques and payment arrangements as a result of increased personal contact by staff with delinquent taxpayers.

- The Law Department has also provided resources to assist in pursuing the collection of outstanding business tax accounts through representation at Small Claims Court. A collection team comprised of Treasury and Law Department staff has also been instructed to review accounts, evaluate collectibility and recommend appropriate collection action.

Recommended Revisions to collection procedures not implemented to date

The following is a summary of revisions to the collections procedures which have been approved and are still being evaluated and reviewed by the Treasury Department.

- Implementation of an additional notice from the Treasurer to property owners with arrears in excess of one years taxes. We are investigating the possibility of forwarding these notifications in January, 1997 in conjunction with the notices forwarded to taxpayers respecting properties which are three years in arrears subject to tax registration procedures.

- Develop a system to match the City's accounts payables against business tax arrears and withhold payment pending negotiated settlement of outstanding business taxes.

- Provide formal training for staff in collection techniques which will increase the effectiveness of in-house collections. This is being pursued with implementation intended later in 1996.

- Analyze and review responses received to a "request for proposal" for the collection of business taxes which was circulated to bailiffs licensed to practice in the Hamilton Wentworth region and make a recommendation to the Committee on the proposed use of multiple bailiffs by the City for the collection of business taxes. A report will be forwarded to the Committee in September recommending further revisions to the collection procedures to allow for an expanded bailiff program. Changes to the billing system will also be required to accommodate these changes.

PART "C" - LONG TERM SOLUTIONS AND PLANS FOR REORGANIZATION

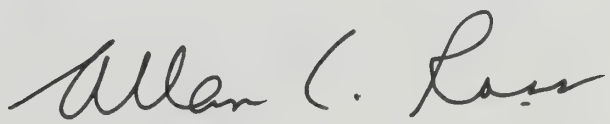
As mentioned previously, the City of Hamilton is in need of a new taxation system. We are continuing our efforts with the cities of Mississauga and Scarborough in examining the options available for acquiring such a system. The Treasury Department is continuing to review plans for a reorganization of the taxation and sundry revenue areas to accommodate improvements in revenue administration, arrears collections and customer service areas.

With the results of the special project effort on arrears, implementation of anticipated computerized enhancements and restructuring, it is projected that our long term objectives of more efficient tax collections and improved customer service will be achieved.

Conclusion

The rate of growth in the level of tax arrears has stabilized over the past 3 years and, in fact, arrears have decreased by $ 1.8M or 18% since June 1995 in the area of business taxes. The implementation of revised collection procedures along with the ongoing reorganization of staff in the collection area has had a positive impact on the level of arrears and has resulted in savings in the costs of agency collection fees. It is anticipated that further savings will be realized through the increased use of bailiffs to assist in the collection of delinquent accounts. These savings will be used to finance the pending reorganization of resources in the Treasury Department and to implement budgetary savings for the Corporation..

It is important that we continue to review our procedures on a regular basis and make recommendations which will further improve our effectiveness in the collection of these accounts, enhance customer service and decrease our overall costs.



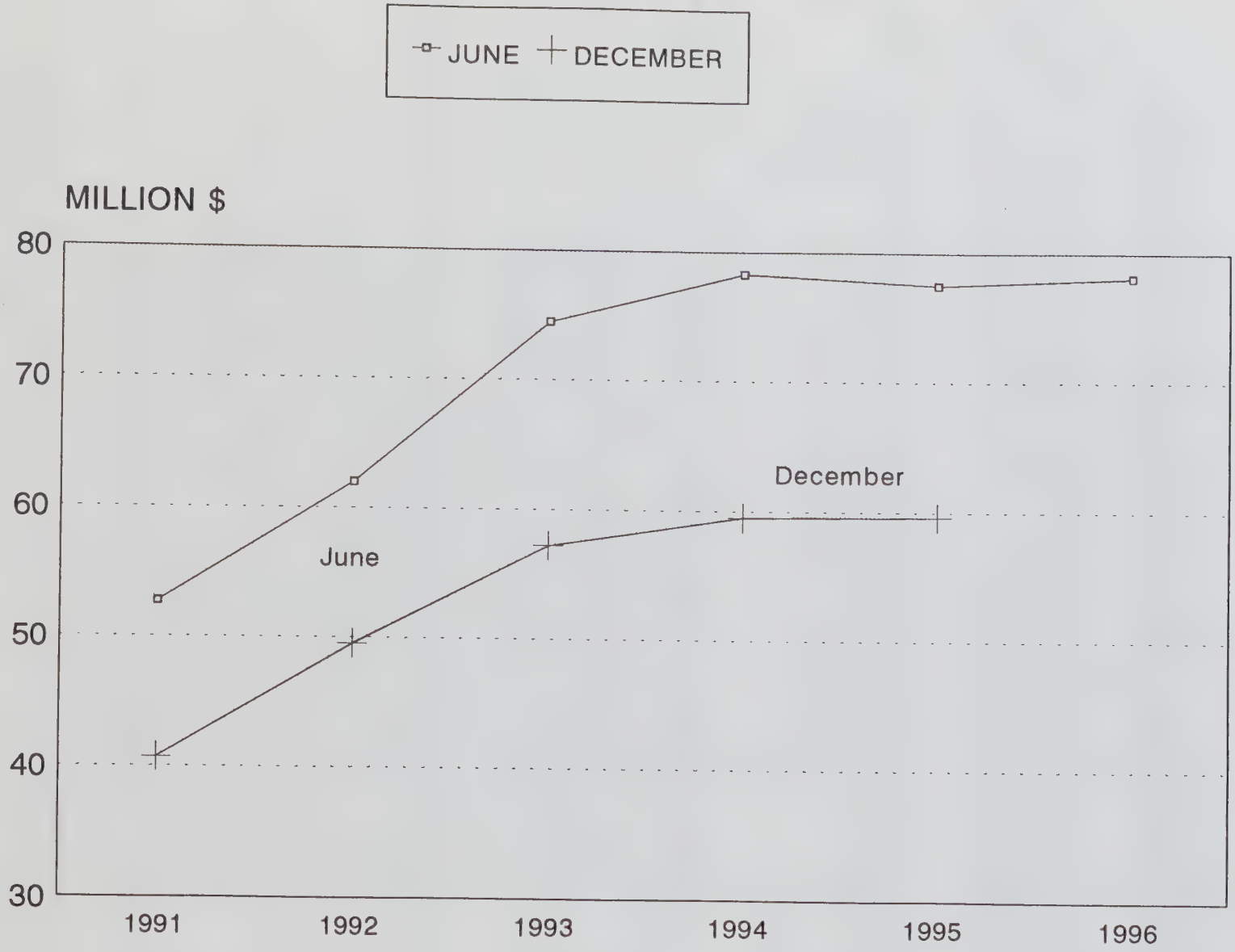
TWD:jc
Att's

c.c. J. G. Pavelka, P.Eng., Chief Administrative Officer
P. Noé Johnson, City Solicitor

Exhibit "A"

THE CORPORATION OF THE CITY OF HAMILTON

REALTY TAX ARREARS 1991 - 1996

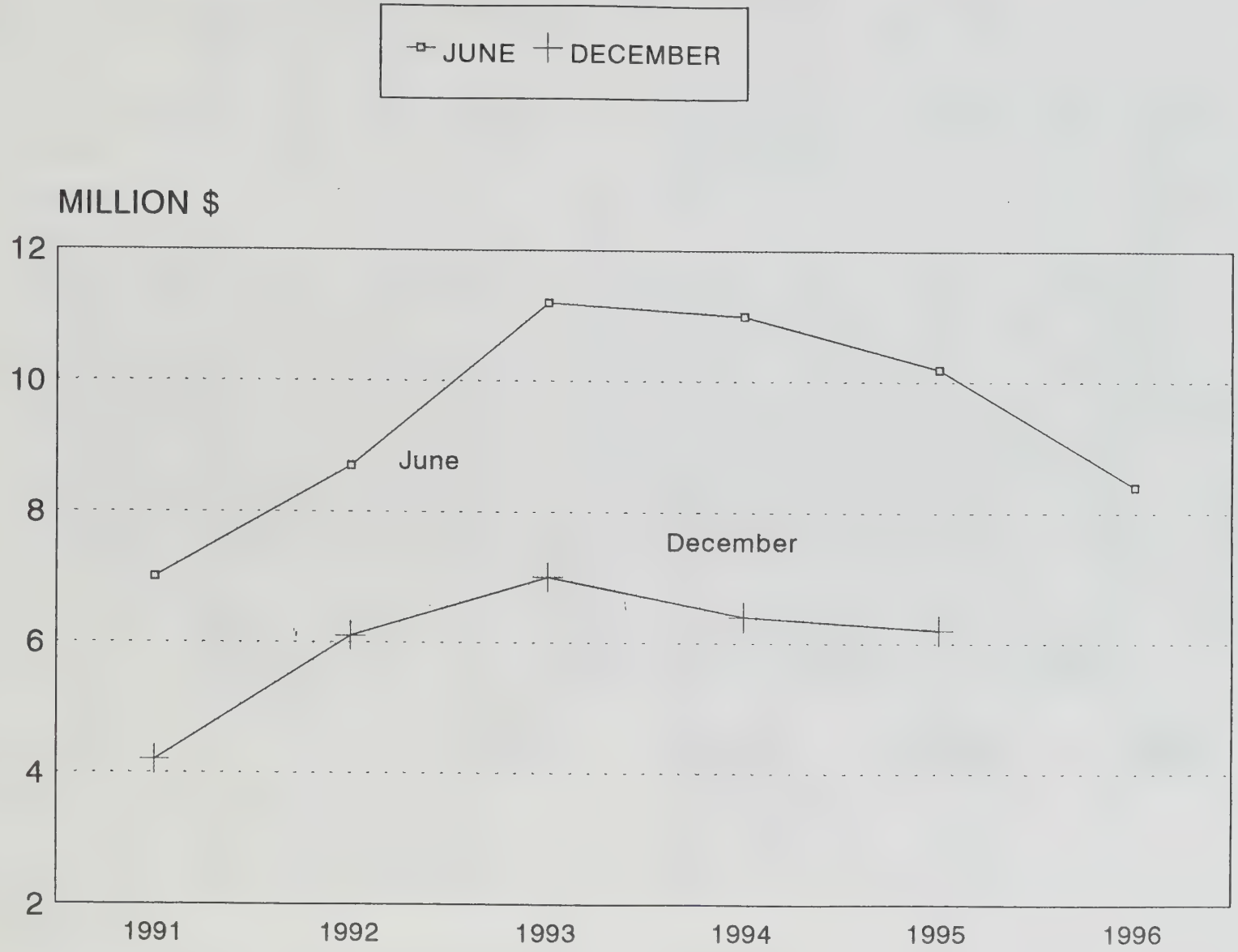


JUNE	52.7	62	74.5	78.3	77.5	78.1
DECEMBER	40.7	49.5	57.2	59.5	59.6	
%INC. YR. OVER YR.	21.9	21.3	15.7	3.9	0.2	

Exhibit "B"

THE CORPORATION OF THE CITY OF HAMILTON

BUSINESS TAX ARREARS 1991 - 1996



JUNE	7	8.7	11.2	11	10.2	8.4
DECEMBER	4.2	6.1	7	6.4	6.2	
%INC. YR. OVER YR.	55.6	45.2	14.7	-8.8	-2.7	

Exhibit "C"

THE CORPORATION OF THE CITY OF HAMILTON

AGING STATUS OF REALTY TAX ARREARS



	JUNE/91	DEC/91	JUNE/92	DEC/92	JUN/93	DEC/93	JUN/94	DEC/94	JUN/95	DEC/95	JUN/96
TOTAL AGING	$52.7	$40.7	$62	$49.5	$74.5	$57.2	$78.3	$59.5	$77.5	$59.5	$78.1
3 YEARS	$0.7	$0.4	$1.2	$0.8	$3.6	$2.8	$5.9	$4.5	$7.7	$6.4	$10.2
2 YEARS	$4.6	$1.9	$7.8	$5	$10	$6.4	$11.7	$6.9	$12.4	$7.5	$11.5
1 YEAR	$16	$10.8	$18.7	$13.3	$22	$16	$22.3	$16.7	$21.1	$15.7	$20.8
CURRENT	$31.4	$27.6	$34.3	$30.4	$38.9	$32	$38.4	$31.4	$36.3	$29.9	$35.6

AGING OF REALTY TAX ARREARS

CURRENT 1 YEAR 2 YEARS 3 YEARS

City of Hamilton
Treasury Department

Exhibit "D"

COMPOSITION OF REALTY TAX ARREARS
AS AT June 30, 1996

$ in Arrears	Number of Properties	% of Properties	Total $ Arrears	% of of Arrears
Range				
$0 - $10,000	14,312	94.0%	$29,316,715	39.7%
$10,000 - $20,000	502	3.3%	$6,691,012	9.1%
$20,000 - $50,000	241	1.6%	$7,429,510	10.1%
Over $50,000	176	1.1%	$30,403,144	41.1%
TOTALS	**15,231**	**100.0%**	**$73,840,381**	**100.0%**

Property Description				
Residential (Est) Single Detached, Condos, Townhouses, Link Homes, Semi-Detached, Vacant Land	13,213	86.8%	$30,038,456	40.7%
Multi-Residential, Commercial, Industrial (Est)	2,018	13.2%	$43,801,925	59.3%
TOTAL	**15,231**	**100.0%**	**$73,840,381**	**100.0%**

EXHIBIT "E"

CITY OF HAMILTON
TREASURY DEPARTMENT

REALTY TAX COLLECTION PROCEDURES

1. Realty tax instalment bills are forwarded to the owner or agent of each taxable property in the first weeks of February, March, May and September. The taxpayer has the option in February and May of paying two instalments at once thereby taking advantage of a prepayment discount offered by the City. Alternatively the instalment due dates are the last working days of February, March, June and September.

2. Throughout the year any arrears carried forward from previous current year instalments or outstanding balances from previous years are shown on the tax bill as arrears and included in the total amount due.

3. Personalized letters from the Treasurer or Tax Collector are forwarded in July of each year to all property owners with outstanding accounts in excess of **$50,000**.

4. In December of each year reminder notices are sent out to the assessed address and the most recent change of address shown on the City's tax records, for all amounts outstanding greater than or equal to $25.

*5. All accounts that will become two years in arrears in January of the following year are sent notices in November of the current year advising of the potential for tax registration procedures on the property.

6. All accounts that will become three years in arrears in January of the following year are sent notices in November of the current year with respect to pending tax registration procedures. The owners are advised to pay that portion of the tax that would become three years in arrears in January.

7. Consideration/use of rent attornment in circumstances where taxes are outstanding and rent continues to be paid to the landlord.

8. In January all of those properties that have become three years in arrears and have made no arrangement with the Tax department to remit payment on the account are again notified of the situation. At this point they are advised that the City will proceed to register the property for tax arrears, should no payment be made or arrangement agreed upon.

9. A final notice in the form of a personalized letter from the Treasurer or Tax Collector will be forwarded to the assessed owner prior to the registration of the tax arrears certificate.

10. Once the tax arrears certificate is registered on the property the owner(s) has one full year from date of registration to make payment on the taxes in full. During that year all interested parties as registered on the title of the property, the Sheriff's office and tenants according to the assessment roll are notified of the existing tax arrears certificate on the property.

11. After the one year redemption period expires the file is forwarded to our Law Department to ensure compliance with respect to notification as specified by the act. Once the Law Department verifies that the requirements of the Act have been carried out they advise the Tax section to proceed with the sale of the property.

12. The property is sold and upon completion of the sale the tax arrears are paid from the proceeds and the balance is forwarded to the court. Any balance remaining after the court satisfies any other lien holders on the property can be recovered by the original owner after their application to the court.

*Recommended revisions to collection procedures not implemented to date

1996 August 6
TWD:jc

EXHIBIT "F"

CITY OF HAMILTON
TREASURY DEPARTMENT

**

BUSINESS TAX COLLECTION PROCEDURES

1. During the first weeks of February and May of each year, business tax bills for the pre-levy and levy instalments are forwarded to each business tax account as they appear on the most recently returned assessment roll. These bills are due on the last working day of the month in which they are levied.

2. Staff will attempt to make personal contact by telephone with the business taxpayers having outstanding accounts in excess of $5,000. in an effort to collect these accounts or make satisfactory arrangements.

3. Fifteen days after the due date a "final notice" is forwarded to each business tax account that remains outstanding.

4. All accounts that are not paid, confirmed out of business, or have entered into an acceptable payment arrangement are forwarded to the collection agency on the "special program" in the first week of the month following the sending of the "final notice". During the next thirty day period each account on the program receives a notice from the collection agency and are contacted by phone.

5. After the April "special program" all accounts are returned from the collection agency to the City. The outstanding balances are folded into the May levy billing, and appear as arrears on those bills.

6. Following the July "special program", a reconciliation of accounts collected and outstanding is computed and the outstanding accounts are redirected to the collection agency for regular collection. At this juncture the collection agency works the accounts until:

   a) They are collected.

   b) It is confirmed that the business has ceased operation at this address, thereby requiring a tax appeal.

   c) The agency recommends legal action and requested permission to proceed with same.

   d) Alternate payment arrangements (e.g. post-dated cheque) are agreed.

   e) The agency recommends the account be written off as uncollectible.

7. As accounts are processed through the tax or assessment appeal systems, credits are applied to the accounts in accordance with the direction of the respective authoritative bodies.

*8. Utilize the services of bailiffs to make seizures, if necessary, where the collection agency is unable to enforce collection and the business continues to operate.

9. As they are approved by City Council credits are applied to the accounts for recommended write offs.

* Recommended revisions to collection procedures not implemented to date.

** Subject to revision upon consideration of expanded bailiff collection program in September 1996.

1996 August 6
TWD:jc

CITY OF HAMILTON

- RECOMMENDATION -

6. (a.)

DATE: July 2, 1996

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: P. Noé Johnson
City Solicitor

SUBJECT: Law Department Staff Complement
Legal Secretary/Reception.

RECOMMENDATION:

That the staff complement of Legal Secretaries in the Law Department remain at seven, and the position of receptionist be deleted, effective July 1, 1996.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The deletion of the position of Receptionist will result in an annualized savings of approximately $29,600 plus benefits. This amount will be reflected in the 1997 budget estimates. Current savings will be recorded in the Quarterly and year end budget reports. Union and Management have agreed to the reclassification of the incumbent with no adverse effect on staff.

DISCUSSION:

The Law Department in the 1996 Budget deliberations reduced its support staff complement by one in 1996. The currently vacant position of Legal Secretary, which had been proposed to be a Law Clerk will be filled by the incumbent and remain a Legal Secretary, as agreed to by the Union. The current workload does not require the additional law clerk staff as had been anticipated.

While the position of receptionist has been maintained in the Law Department, it was done primarily due to the physical layout and previous office operations. Over the years, and with computer assisted tasks, that position has melded with the other support legal staff, namely the legal secretaries.

The Social Contract delayed the consideration of the current job responsibilities by the Job Evaluation Committee. The job description was before the Job Evaluation committee as it exists, the committee recommended the classification of legal secretary, with reception and records duties.

The job description was then taken before the local Union CUPE 167 which supported the individual and departmental request to waive the requirement of posting and add this position to the legal secretary complement.

In 1990, the Law Department had eleven (11) legal secretaries. Today with the recognition of the former reception position as a legal secretary, with reception duties covered as "other duties as assigned", the deletion of that classification is possible. Reception duties primarily relate to location and not tasks, the secretarial complement will remain at seven (7). With the retirement of one legal secretary and the promotion of a second to Law Clerk, this will reduce the overall complement further by one position in 1996. The Departmental complement has been reduced 23% in the last six years, and the performance standards and outputs have increased.

CITY OF HAMILTON

- RECOMMENDATION -

6. (b.)

DATE: 1996 June 27

REPORT TO: S. K. Reeder, Secretary
Finance and Administration Committee

FROM: P. Noé Johnson
City Solicitor

SUBJECT: Disposition of Proceeds
From Sale of 401-403 King Street West to
the Community Adolescent Network of Hamilton

RECOMMENDATION:

a) That the financial contribution commitment of $100,000 made by the City, in adopting Item 3 of the 8th Report of the Finance Committee on 1988 April 26 to the Community Adolescent Network of Hamilton (the "Network"), for purchase of lands and the construction of a new facility for adolescent youth, be advanced to the Network on the following terms:

i) The Network shall operate the facility now constructed at 131-137 Forest Avenue as a youth home facility and should it sell, transfer or otherwise dispose of the facility the City shall be reimbursed a percentage of the contribution on the following basis:

aa) to 1998 March 31
Amount to be reimbursed: $100,000.00 — 2 years

1998 April 1 to 2001 March 31
Amount to be reimbursed: $90,000.00 — 3 years

2001 April 1 to 2005 March 31
Amount to be reimbursed: $75,000.00 — 4 years

2005 April 1 to 2010 March 31
Amount to be reimbursed: $50,000.00 — 5 years

2010 April 1 to 2016 March 31
Amount to be reimbursed: $20,000.00 — 6 years

2016 March 31 and subsequent
Amount to be reimbursed: NIL

ii) the contribution shall be secured by a first mortgage registered on title to the facility lands located at 131-137 Forest Avenue, Hamilton in the amount of $100,000 in favour of The Corporation of the City of Hamilton which shall be discharged on 2016 March 31;

iii) The Network shall maintain all risks property loss insurance in a form acceptable to the City Solicitor naming the City as first loss payee to the amount of the conditional grant; and

iv) All taxes and other levies due and owing shall be paid as they fall due.

v) The City commitment of $100,000 shall be advanced in one payment upon registration of the mortgage and receipt of all required documentation;

b) The solicitor for the Network shall prepare, register and provide all documentation required by and in a form acceptable to the City Solicitor.

c) The Mayor and City Clerk shall be authorized to execute all documents required in connection herewith.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Should the Network default in respect of any of the obligations contained in the Commitment Terms, executed by the Network on March 19, 1996, such default including but not restricted to the sale of the property or change of mandate from a youth home facility, the Network shall be required to repay all or a portion of the City's contribution. The proceeds reserved from the sale of 401-403 King Street West have been credited to Account No. CH 5X921 00102.

BACKGROUND:

The Network (formerly the Wesley House) is a non-profit organization established to assist and house adolescent on a short term basis. The Network tenanted City owned property at 401-403 King Street West, Hamilton between the years of 1969 and 1994, using the City's property for the above purpose.

City Council in adopting Item 3 of the 8th Report of the Finance & Administration Committee on 1988 April 26 authorized that upon the sale of 401-403 King Street West, the City would provide $100,000 of the net proceeds of the sale to the Network in order to defray land purchase and facility construction costs. This grant is premised on the negotiation of a disposition of assets clause whereby the sale or other transfer of the newly acquired property or the cessation of use of the property as a youth home facility would trigger full or scaled repayment of the contribution.

On 1994 April 29 the Network acquired lands located at 131-137 Forest Avenue. Title to the land is held in the name of the Network. A new facility has been constructed funded jointly by the Province of Ontario and the Network and is in full operation.

On 1995 September 20 in accordance with Council's adoption of Item 32 of the 19th Report of the Finance and Administration Committee, the City lands at 401-403 King Street West were sold for $125,000. On 1996 March 19 the Network executed Conditional Grant Commitment Terms negotiated with City staff, subject to the approval of Committee and Council. The terms provide for the graduated repayment provisions set out above and secure said repayment by the registration of first mortgage against the facility lands which would be discharged in 2016. City staff recommend the approval of the commitment terms set out herein and the advance of the City's contribution of $100,000 on that basis.

JSL/mm

c.c. D.W. Vyce, Director of Property
Attn: K. Anderson
A.C. Ross, City Treasurer

CITY OF HAMILTON

- RECOMMENDATION -

7. (a.)

DATE: 1996 July 25

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: **Billiard Parlours**

RECOMMENDATION:

That City of Hamilton Licensing By-Law 93-069 be amended to provide for the following:

a) That restaurants and public halls be permitted to have up to three billiard tables, if it is considered to be an accessory to the principle use of the business; and

b) That the City Solicitor be authorized and directed to prepare the necessary By-law amendments.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The Licensing By-Law defines Billiard Parlours as a premises or place in a premises which there is one or more billiard tables or pool tables for hire or gain. There is no definition of Billiard Parlour in Zoning By-Law 6593, although a Billiard Room is mentioned as a permitted commercial use. Subsequently, a Billiard Parlour or Billiard Room has been interpreted to mean one billiard table which is offered for hire or gain. In a 1992 decision of the Ontario Municipal Board, it was considered that the existence of one billiard table or other small scale amusements, such as darts or shuffle board, in a restaurant is merely an incidental or auxiliary use to the principle business and is permitted.

Licence Inspectors have identified 94 roadhouses/restaurants and public halls that offer billiard tables as an incidental or auxiliary use to the primary business. Currently, the By-law permits a business, such as a variety store, to have up to three video/pinball amusement machines, without a licence, if it is considered to be an auxiliary use. Staff from both the Licence Division and the Building Department agree that a premise with three or less billiard tables should not be considered a Billiard Parlour, if the use is incidental to their primary business of a restaurant or a public hall. The Building Department has developed the following official policy:

1) Three or less billiard tables, in conjunction with a permitted principal use, such as a restaurant or public hall, will not be considered to be a "Billiard Parlour".

2) Three or less billiard tables not in conjunction with a permitted principal use will be considered to be a "Billiard Parlour".

3) Four or more tables will be considered to be a "Billiard Parlour" regardless of principle use.

If adopted, eighty-one of the 94 identified restaurants and public halls will not require a Billiard Parlour licence. Thirteen of these businesses will either have to reduce the number of tables to three or make application for a Billiard Parlour licence.

JJS\DR\tf

c.c. Patrice Noe Johnson, City Solicitor
Len King, Building Commissioner

7. (b.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 6

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J.J. Schatz
City Clerk

SUBJECT: Election System Replacement

RECOMMENDATION:

(a) That the City of Hamilton accept the Proposal submitted by Global Election Systems for the Rental of 150 Optical Scan Poll Level Tabulation Units for the City of Hamilton's 1997 Municipal Elections; and,

(b) That the total cost of the Election System Rental not exceed $135,000. plus applicable taxes ($115,000. for the System rental, $20,000. for Election supplies and services); and,

(c) That the costs of the Election System Rental be funded as follows: $100,000. from the City's Capital Projects Account, $35,000. plus all applicable taxes from the Election Reserve Account; and,

(c) That the Mayor and City Clerk be authorized and directed to execute a Rental Agreement with Global Election Systems in a form satisfactory to the City Clerk and City Solicitor.

A.T. Holbrook for
J.J. Schatz

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The City's approved Capital Budget provides $100,000. for the cost of a one-time Election System Rental. Of the additional $35,000. required, $20,000. represents costs for Election supplies and services that simply replace existing Election operating costs funded from the Election Reserve Account and will not effect the current funding of this Account. The Elections Reserve Account will however, have to be funded by an additional $20,000. in 1997 representing increased rental costs of $15,000. plus applicable taxes.

In 1994 the City's Municipal Election Budget was $420,651. It is expected that the City's Election Reserve Account will have to be funded by an additional $20,000. to provide for a 1997 Municipal Election Budget of $440,000.

BACKGROUND:

In a previous Report to this Committee on 1996 January 12 a Recommendation was presented and approved and subsequently adopted by City Council authorizing the City Clerk and Returning Officer to enter into discussions with the City of Winnipeg and Business Records Corporation with regard to the rental of the City of Winnipeg's 156 Optical Scan Poll Level Vote Tabulators at a cost not to exceed $100,000.

An Information Report provided to this Committee 1996 May 9 outlined that identified costs associated with the Rental Program offered by the City of Winnipeg and Business Records Corporation had risen substantially after extensive discussions with both parties. The Report indicated that in addition to the Rental Proposal offered by the City of Winnipeg and Business Records Corporation, the other supplier of Optical Scanning Ballot Tabulation Equipment, Global Election Systems of Toronto, Ontario, would also be introducing an Equipment Rental Program. As noted in the Report, Requests for Proposals were then drafted and forwarded to both the City of Winnipeg and Global Election Systems.

Completed Proposals from the City of Winnipeg/Business Records Corporation and Global Election Systems were both received prior to the June 14th Proposal deadline. Members of the Election System Project Team conducted a comprehensive evaluation of both Proposals applying a number of different evaluation criteria to each Proposal. A copy of the Project Teams Evaluation Report to the Project Steering Committee is available from the City Clerk's Department for review by Committee Members.

After reviewing all facets of the two Proposals, a consensus was reached by the Project Team and Steering Committee that renting the Accu-Vote Poll Tabulation System from Global Election Systems represented the best solution for the Corporation of the City of Hamilton. The Accu-Vote System of Global Election Systems presented some obvious advantages to the Corporation of the City of Hamilton as summarized below:

- A lower net rental cost.
- A future purchase credit of $ 130,000.
- The advantages of dealing with a Canadian Company.
- The ability of Elections staff to network with a number of other local users of the Global Accu-Vote including the City of Burlington and the City of Welland.
- The System itself fosters a higher degree of staff control with regard to Election set-up activities and ballot preparation. Global staff are also willing to provide intensive training to a select group of City staff members that will be able to provide back-up System support and maintenance.
- The Global Accu-Vote System is extremely portable and easy to set-up for Elections staff.

Overall, the cost of renting the Election System itself has exceeded preliminary expectations by approximately $20,000. As noted earlier in the Report these additional funds will be drawn from an increased funding of the Elections Reserve Account.

As outlined in the previous Report to this Committee, renting an Automated Poll Tabulation System for 1997 provides the City of Hamilton with greater flexibility in determining future Election System needs. Changing System technologies and potential legislative changes may drastically change the Election landscape over the next 4 years. The acceptance of the Rental Proposal from Global Election Systems does not oblige the City to purchase equipment from Global in the future although an incentive has been provided for such.

Over the past 4 months while the City of Hamilton has been actively investigating various equipment rental options, there has been a marked trend of other municipalities investigating similar rental arrangements. In some ways the City of Hamilton has broken new ground in this area by actively pursuing a cost effective Election System Rental solution.

If approvals are obtained to use the Global Accu-Vote for the City's 1997 Municipal Elections a comprehensive citizen awareness campaign would commence early in 1997. Although voters do not come into contact with the tabulation unit itself, extensive demonstrations will be conducted outlining the method of ballot completion and demonstrating the ease of casting a vote with the Global Accu-Vote System. Optical Scan Vote Tabulation Units offer voters a significant improvement over the existing Votamatic System while retaining many of the advantages of completing a paper ballot combined with Automated Vote Tabulation Technology.

c.c. Patrice Noé Johnson, City Solicitor, Law Department
Allan Ross, City Treasurer, Treasury Department
Members of the Election System Steering Committee
Members of the Election System Project Team

7. (c.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 7

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J.J. Schatz
City Clerk

SUBJECT: **Record's Review Committee Report**
Destruction of City of Hamilton Tax Rolls

RECOMMENDATION:

That approval be granted to authorize the destruction of City of Hamilton Tax Rolls from 1925 to 1990, as recommended by the report of the City's Records Review Committee.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

A. T. Holloway for
J.J. Schatz

Authorization to destroy the series of Tax Rolls noted in this Recommendation will allow the Treasury Department to free up significant storage area for more effective use. At the present time these particular Tax Rolls are occupying a large percentage of the floor area in the Treasury Records Section. Freeing up this space will allow Treasury Department staff to more effectively organize and coordinate current records and also allow them to provide more adequate storage for records of an archival nature.

The current Records Retention By-law for the City would permit the destruction of these Tax Rolls. Section 116 of the Municipal Act R.S.O. 1990 prohibits a municipality from destroying records and documents except in accordance with a by-law establishing record and document retention procedures. The only previous impediment to the destruction of these Tax Rolls was a provision contained in the 1992 Municipal Archives Report that established a freeze on the destruction of records identified as archival or potentially archival. Tax Collector's Rolls in the possession of the City's Treasury Department were deemed potentially archival. The adoption by Council of the resolution establishing the Records Review Committee now provides a mechanism to review records classified as potentially archival.

Should the destruction of these Tax Rolls be authorized, standard Certificates of Destruction will be prepared, properly authorized and witnessed, attesting to the destruction of the Tax Rolls.

BACKGROUND:

The Finance and Administration Committee at it's meeting of 1996 June 18 adopted the following Recommendation that was subsequently approved by City Council.

(a) That City Council lift the freeze on the destruction of potentially archival records as established by the adoption of the Municipal Archives Report in 1992 and establish a Records Review Committee to consider requests for the destruction of these records on a case by case basis; and,

(b) That the Records Review Committee be comprised of the following staff members:

Darryl Lee, Supervisor of Records/F.O.I. Officer
Brian Henley, Hamilton Public Library, Special Collections
Phil Hooker, Law Department, Senior Solicitor

(c) That a listing of potentially archival records approved for destruction by the Records Review Committee be submitted to the Finance and Administration Committee for final approval as required.

The adoption of this Recommendation by City Council formally established the Records Review Committee. The first record series requested for review by the Committee was a series of Tax Rolls in the possession of the City's Treasury Department. The Treasury Department have requested approval to destroy hard copies of Tax Rolls in their possession covering the years from 1925 to 1989. Tax Rolls covering the period from 1847-1901 have been previously transferred to the Special Collections Section of the Hamilton Public Library. Handwritten Tax Rolls covering the period from 1902-1924 will be retained by the Treasury Department for eventual transfer to the Special Collections Section of the Hamilton Public Library.

A meeting of the City's Record's Review Committee was convened to conduct a review of the requested records. After a detailed analysis by the Records Review Committee the Committee has reported that it was the clear consensus of all members of the Committee that the identified Tax Rolls in question could be scheduled for destruction.

The following points summarize the Committee's rationale for approving the destruction of the requested records:

- The Tax Rolls contain no critical archival information that cannot be reconstructed or obtained from microfilmed copies of the Tax Rolls or other records. At present the years 1960 to 1990 are contained on microfilm and can be accessed very quickly. The Tax Roll books that are not microfilmed contain essentially the same information that is contained in the City's Assessment Rolls which are permanently retained in hard copy format. For example, applying the mill rate for the period in question to the assessment breakdown contained in the applicable Assessment Roll yields the tax totals for a property.

- A large number of the Tax Rolls are in poor condition and would require substantial staff time and cost to properly refurbish and organize in a readily retrievable fashion.

- The Tax Rolls occupy a tremendous amount of records storage space and account for the largest floor area occupied by any individual Treasury Department record.

- The Tax Rolls are comprised of computer generated or typewritten pages with little additional information than that contained in the Assessment Roll. No handwritten Tax Rolls will be approved for destruction.

- The City's Treasury Department discontinued receiving hard copies of the Tax Rolls in 1990 and currently utilize microfilm versions of the Tax Roll only.

After viewing all of the records in question, members of the Records Review Committee overwhelming agreed that retaining the vast inventories of Tax Roll hard copies would serve no benefit to the Corporation and simply occupy valuable floor area that could be used for other more effective and efficient storage purposes.

c.c. Patrice Noé Johnson, City Solicitor, Law Department
Allan Ross, City Treasurer, Treasury Department
Brian Henley, Special Collections, Hamilton Public Library
Phil Hooker, Senior Solicitor, Corporate and Litigation Services, Law Department

8.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 9

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka, P. Eng.
Chief Administrative Officer

D. W. Vyce
Director of Property

SUBJECT: Replace Heating and Cooling System at Dundurn Castle

RECOMMENDATION:

(a) That approval be given to issue a purchase order in the amount of $139,249.80 inclusive of a contingency ($5,000.) and G.S.T. ($9,109.80) to commission Geonis Mechanical Limited of Stoney Creek, to replace the heating system and cooling system at Dundurn Castle, being the lowest price of three quotations received in accordance with the specifications (Ref: C14-13-96) issued by the Purchasing Division.

(b) That this expenditure be financed through account CF 319641028 Dundurn Castle Boiler System Renovations $105,893.00 exclusive of G.S.T. and account CF 319641023 Major Maintenance to Civic Buildings $24,247.00 exclusive of G.S.T.

A/E CitC

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The amount for the renovation of the heating system is within the approved Capital Budget in the amount of $126,000.00. The heating portion of this contract amounts to $105,893.00. The air conditioning portion of this contract amounts to $24,247.00. It is proposed to finance the air

conditioning portion of the contract from the department's Major Maintenance to Civic Buildings Capital Account.

BACKGROUND:

In response to the specifications issued by the Purchasing Division Ref: C14-13-96, three quotations were received:

Geonis Mechanical Contracting, Stoney Creek	$139,249.80
Union Boiler Company Limited, Hamilton	$170,892.91
Superior Boiler & Welding Ltd., Hamilton	$257,109.42

The Property Department identified that the boiler system has surpassed its life expectancy and requires replacement. P.T. Engineering were retained by the Building Operations and Maintenance Division of the Property Department to provide a condition study of the building heating system. Based on the study and recommendations by P. T. Engineering, specifications and drawings were created and tendered in accordance with the Purchasing Division on July 16, 1996.

The replacement of the heating system as a Capital Project approved by Council will be fulfilled through the approval by Council for the award of this contract. The contract however goes one step further. Investigations conducted by P. T. Engineering also concluded that the two 25 year old air conditioning fan units are also in need of replacement. The replacement of the fan units as an added scope of work was included as an option in the same tender call as the prime project. In order to expedite its replacement and make it more economical for the city rather than treating it as a separate contract, this portion of the contract will be funded through our Major Maintenance account.

J.P./D.W.V./nr

cc: A. Ross, City Treasurer, Treasury Department
Attention: J. Avery, Supervisor of Purchasing
R. Fair, Director of Culture & Recreation Department
Attention: M. Havelka, Manager, Cultural Services
R. Desnoyers, Assistant Manager, Building Operations & Maintenance

9.(a.)

CITY OF HAMILTON

- INFORMATION -

DATE: 1996 August 1
(SS-RE)

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: V.J. Abraham, M.C.I.P., R.P.P.,
Director, Planning and Development Department

D. W. Vyce,
Director, Property Department

SUBJECT: Acquisition Program for the Stapleton Residential Enclave

BACKGROUND:

City Council, at its meeting of 1996 June 25, passed a resolution to purchase 571 Kenilworth North and in turn, sell it for industrial purposes. In addition, Council passed two resolutions as follows:

> "that given the current concerns for this particular location, staff be requested to report back to the Committee on the Stapleton Residential Enclave Program."
>
> and
>
> ...further that subject to the approval of reactivating the Stapleton residential Enclave program, that this be considered in the 1997 Capital Budget and Forecast consideration."

For the information of the Committee, the Stapleton Enclave is bounded By Stapleton Avenue on the west, Beach Road on the south, Burlington Street on the north and Kenilworth Avenue North on the east. These lands are both zoned and designated for industrial purposes.

- <u>History of the Stapleton Residential Enclave and Acquisition program</u>

  The original residential enclaves study was undertaken in 1968. Residential enclaves are pockets of residential uses surrounded by industrial lands. In addition, these enclaves are

generally designated and zoned for INDUSTRIAL purposes, since the long term intent was to develop these areas for industrial uses. The intent of the study was to review each of the enclaves to determine if the industrial planning controls were still suitable or perhaps some areas could be recognized for residential in the long term.

At that time, the City identified the Leeds, Biggar, Alpha and Stapleton Enclaves were not appropriate for residential uses and should be converted to industrial. The intent of the acquisition program was for the City to purchase these homes and then sell the land for industrial purposes.

In 1977, another major planning review was undertaken to determine if the priorities for acquisition were still justifiable. At that time, Stapleton was reaffirmed as a first priority for purchase.

In 1989, the City directed the Residential Enclave Acquisition program be placed on hold until such time as the purchase of homes in the Alpha West enclave was completed. The basis for the decision was the ever increasing gap between the cost of purchasing residential land and selling it for industrial purposes.

In 1991, the Department was directed to undertake a third review of the long term land use of these areas as well as the purchase by the City of these lands. After extensive public participation by the affected residents and businesses, City Council, at its meeting of June 30, 1992, approved the recommendation to abandon the acquisition program for the Leeds, Biggar and Stapleton Enclaves.

- Potential Purchase of 571 Kenilworth North

If the City purchases 571 Kenilworth North, the building should be demolished then the land should be sold for commercial or industrial uses that are permitted within the "K" (Heavy Industrial, etc.) District. Ideally, the City should consolidate 571 Kenilworth with the property to the south, 569 Kenilworth North, thereby, yielding larger parcel of land.

For the information of the Committee, the purchase and demolition of the building at 571 Kenilworth North will cost approximately $68,000. The City could potentially sell the land for $18,000.

- Potential Future Purchase of Other Properties within the Stapleton Enclave

Based on assessment records and inspection of the properties, there are a total of seven properties used for residential purposes within the Stapleton Enclave within the Stapleton Enclave (see the attached map).

- 5 are owner occupied (106, 112, 118 and 126 Stapleton Avenue and 555 Kenilworth North);
- 1 is rented for residential purposes and is owned Warriner Bros. Welco Precision Weights (569 Kenilworth Avenue North); and,
- 1 is a boarded up single-family dwelling (130 Stapleton Avenue).

The estimated cost to acquire the 6 residential properties (the property owned by Welco is excluded), based on a wiling seller/willing buyer and not by expropriation is $475,000, as of July 1996.

The owner of 555 Kenilworth North approached the City with a request to purchase the property. At the present time, the Property Department is dealing with her request.

The remaining properties (533, 537, 541, 549, 557, 561, 563, 579 Kenilworth North and 110, 134, 138, 142, 146, 148, 150, 152 Stapleton Avenue) within this enclave are used for industrial or commercial uses in accordance with the Zoning by-law. (i.e. electrical shop, private club).

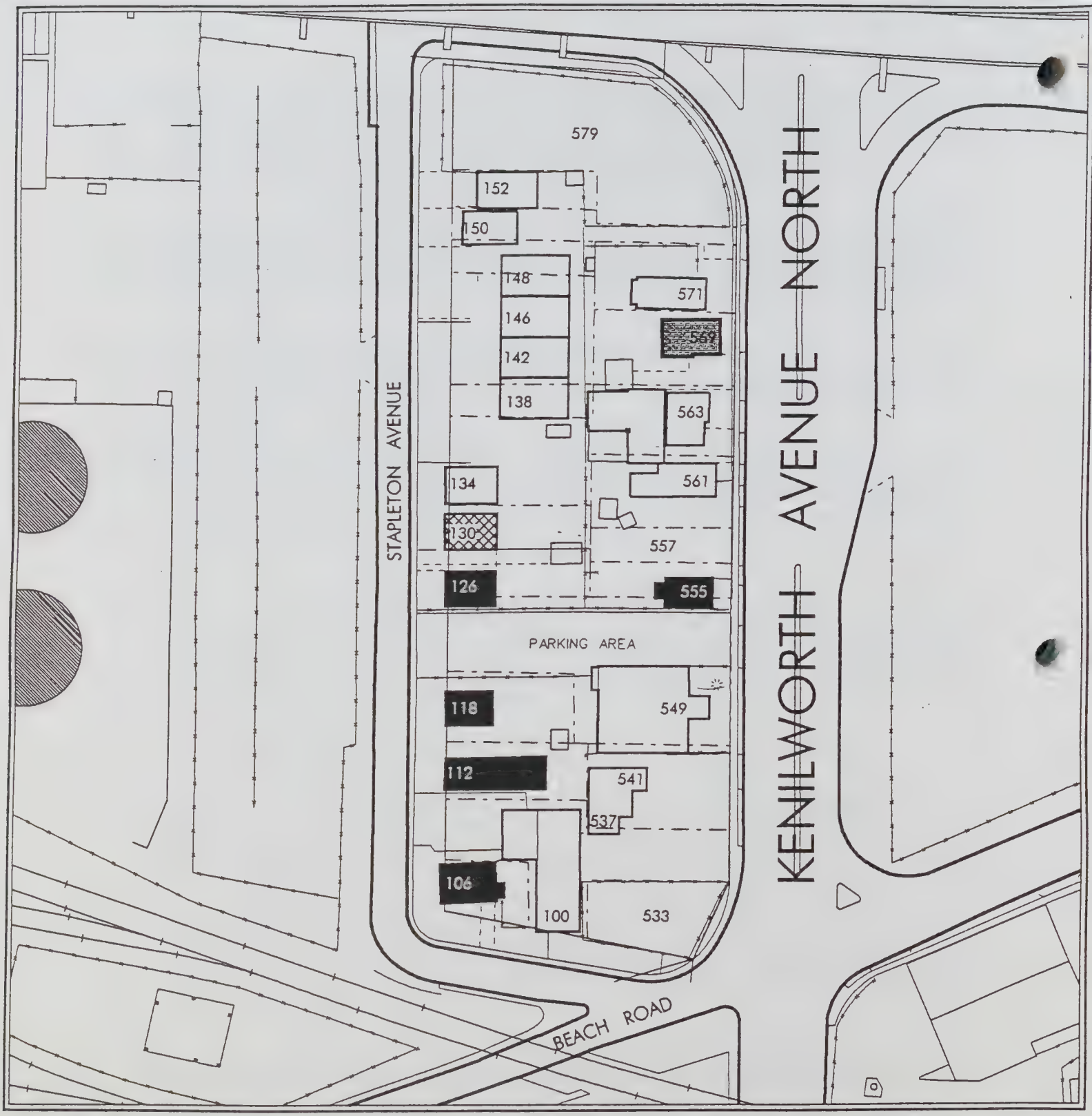
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cc. Joe Pavelka
CAO

Allan Ross
Treasurer

Patrice Noe Johnson
City Solicitor

APPENDIX"A"



STAPLETON ENCLAVE ACQUISITION

JULY 1996

OWNER OCCUPIED BORDERED UP RENTED

9. (b.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 July 15

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka, P.Eng.
Chief Administrative Officer

D. W. Vyce, Director
Property Department

SUBJECT: Option to Purchase - 571 Kenilworth Avenue North from Andrew R. Kay (Single Family Residence in Stapleton Enclave) and Subsequent Demolition

RECOMMENDATION:

(a) That an Option to Purchase, executed by Andrew Richard Kay on July 8, 1996 and scheduled to close on or before September 30, 1996, for the lands situated in the City of Hamilton, being composed of Lots 428 and 429, Registered Plan 584, with a frontage of 15.24 metres (50.0 feet), more or less, by a depth of 30.48 metres (100.0 feet), more or less, municipally known as 571 Kenilworth Avenue North, be approved and completed for the purchase price of $60,000; and,

(b) That as consideration in the amount of $2 has been paid to the owner pursuant to the Option to Purchase document, this amount be deducted from the purchase price; and,

(c) That the Director of Property be authorized to proceed with the demolition of the existing single family dwelling at 571 Kenilworth Avenue North at a cost not to exceed $10,000 once vacant possession has been received; and,

(d) That the Finance and Administration Committee recommend the method of financing the purchase and demolition; and,

(e) That the Mayor and City Clerk be authorized and directed to execute all necessary documents.

J.G. Pavelka

mg

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There is no funding currently in place to finance the acquisition of this property nor any further properties within the subject block should it be decided to acquire other properties. The City Treasurer is being requested herein to recommend a method of financing this purchase. A sum of $70,000 which includes demolition is required to finalize this acquisition.

BACKGROUND:

City Council on 1996 June 25 adopted Item #1 of the 11th Report of the Planning and Development Committee. Subsection (b) stated: "That based on compassionate grounds, condition of the building and location, and on the understanding that the owner wishes to relocate, staff be requested to commence negotiations with the owner, Mr. A. R. Kay, to acquire the property at fair market value in accordance with the enclave program."

On 1996 July 8, an Option to Purchase in the City's favour was executed by Mr. Kay at the appraised $60,000 market value. There are six (6) other single family residential properties within the subject block. The current estimated open market cost of acquiring the properties based on external observation and demolition is estimated approximately at $475,000. One of the remaining property owners, Mrs. Helen Barron of 555 Kenilworth Avenue North, has formally, through written correspondence to the City Solicitor, expressed a desire to sell her home to the City.

KA/klk

c.c. J. G. Pavelka, P.Eng., Chief Administrative Officer

P. Noé Johnson, City Solicitor

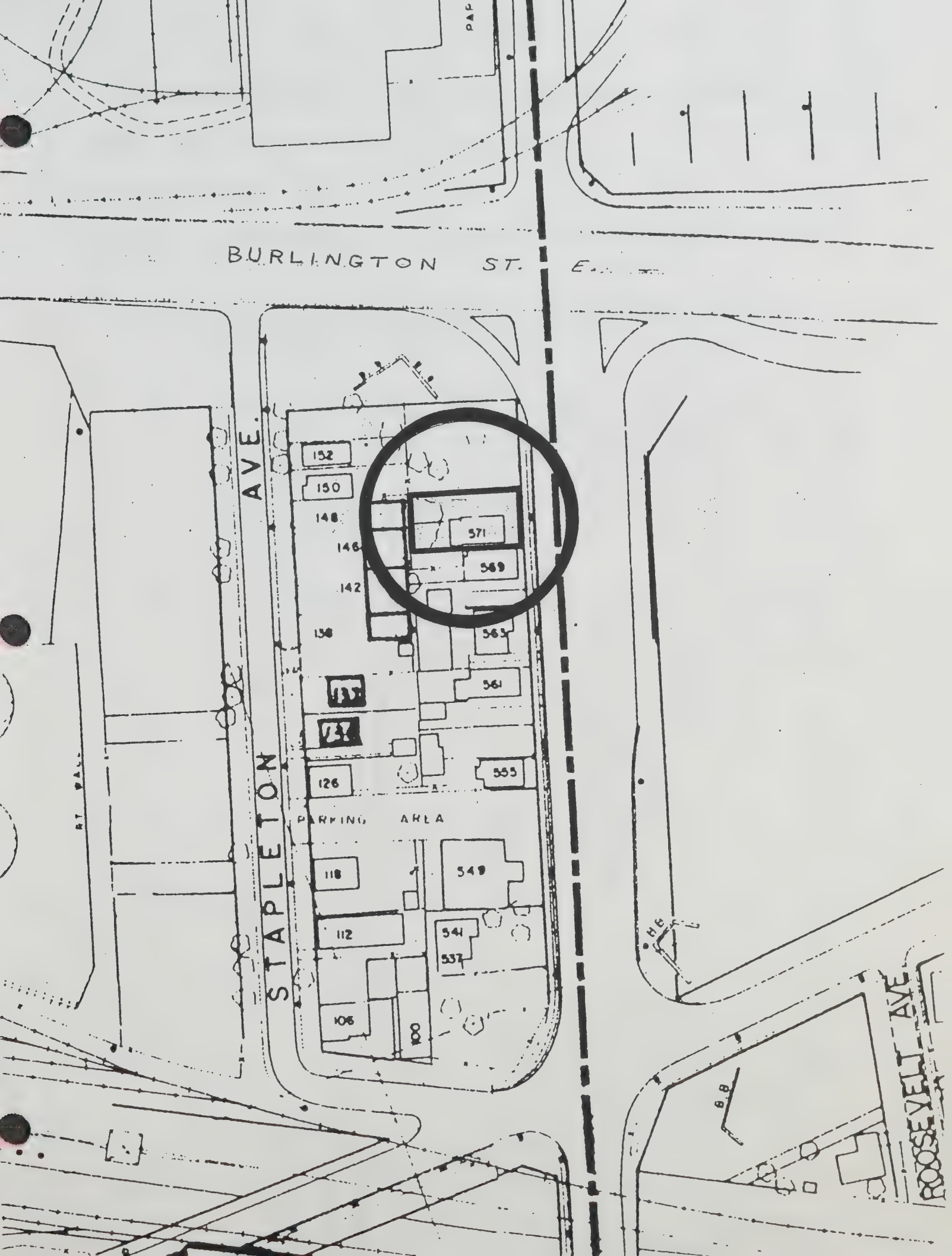
Allan C. Ross, Treasurer

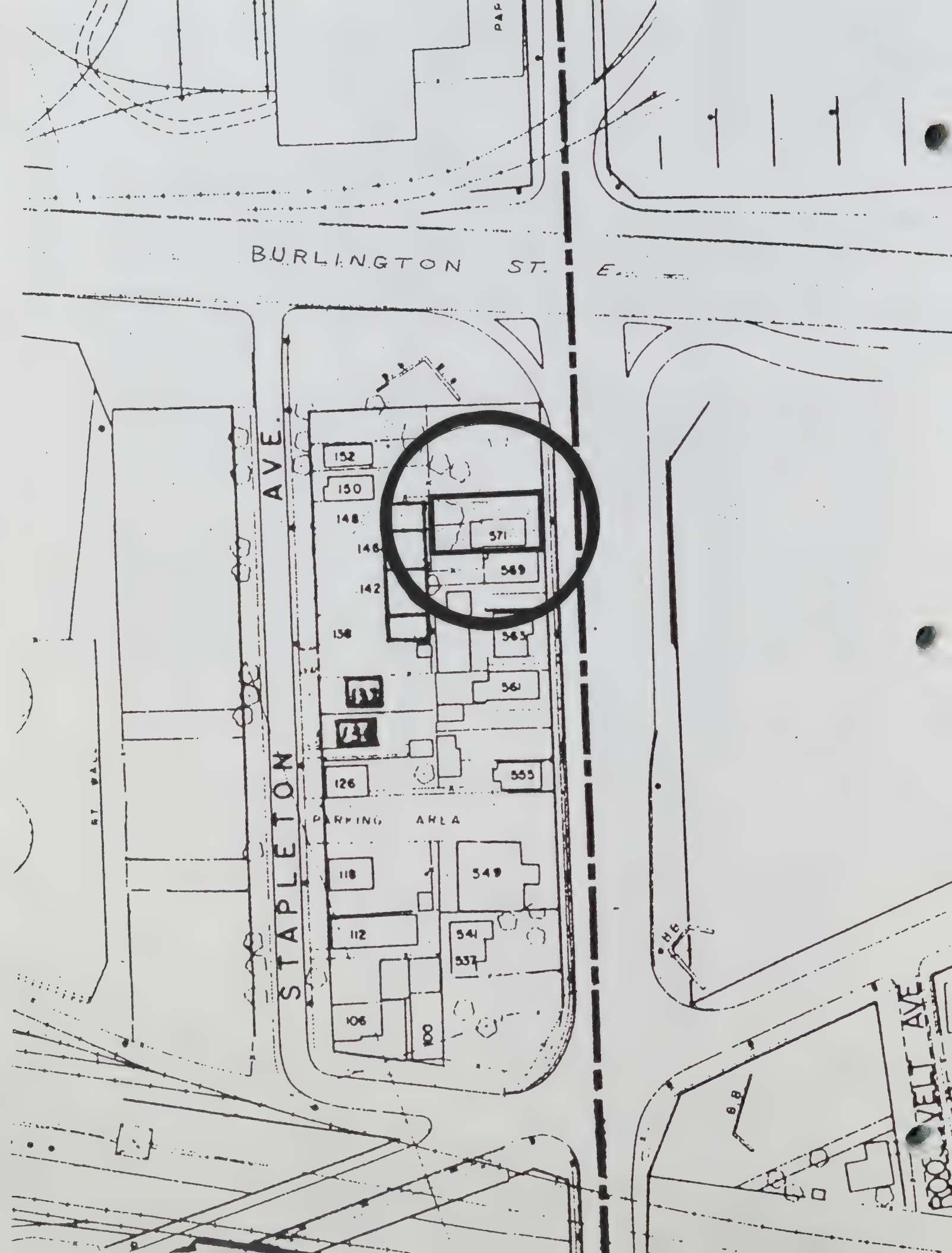
V.J. Abraham, M.C.I.P., Director, Local Planning Division

L. King, Building Commissioner

R. Swan, Manager, Building Operations and Maintenance Division

C. Bandurka, Property Clerk, Surveys, Roads Department


BURLINGTON ST. E.
STAPLETON AVE.
ROOSEVELT AVE
152
150
148
146
142
138
134
132
126
118
112
106
100
571
569
563
561
555
549
541
537
PARKING AREA


BURLINGTON ST. E.
STAPLETON AVE.
ROOSEVELT AVE
152
150
148
146
142
138
126
118
112
106
571
569
563
561
553
549
541
537
PARKING AREA

June 25

REPORT OF THE PLANNING AND DEVELOPMENT COMMITTEE

To the Council of the Corporation of the City of Hamilton

Members of Council:

The Planning and Development Committee presents its **ELEVENTH** Report for 1996 and respectfully recommends:

1. (a) That the City assist the residents of 571 Kenilworth Avenue North to secure alternate accommodations, either through Municipal Non Profit Housing or the Property Department, that leases municipally owned residences; and,

   (b) That based on compassionate grounds, condition of the building and location, and on the understanding that the owner wishes to relocate, staff be requested to commence negotiations with the owner Mr. A. R. Kay to acquire the property at fair market value in accordance with the enclave program; and,

   (c) That given the current concerns for this particular location, staff be requested to report back to the Committee on the Stapleton Residential Enclave program; and,

   (d) That the Finance and Administration Committee be requested to identify a source of funding for the purchase of 571 Kenilworth Avenue North, in the event that negotiations are successful; and further that subject to the approval of reactivating the Stapleton Residential Enclave project, that this be considered in the 1997 Capital Budget and Forecast consideration.

Respectfully submitted,

ALDERMAN D. DRURY, CHAIRPERSON
PLANNING AND DEVELOPMENT COMMITTEE

Kevin Christenson, Acting Secretary
1996 June 25

9. (c.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 12

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: 571 Kenilworth Avenue North

RECOMMENDATION:

That the City Treasurer be authorized to open a new Capital Project Account in relation to the acquisition and demolition of 571 Kenilworth Avenue North at an estimated amount of $70,000 and that this project be financed from the Reserve for Alpha Enclaves, Account Centre No. CH 00116.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

As above.

BACKGROUND:

The details of the project and cost are outlined in the recommendation report prepared by J.G. Pavelka, P.Eng., Chief Administrative Officer and Dan Vyce, Director, Property Department dated 1996 July 15.

The Reserve for Alpha Enclaves was established in 1981 with initial funding provided from the sale of industrial land. The present balance is $222,915. After allocations for committed funding and the recommendations of this report, the remaining reserve balance will be $107,820.

NRA:an

c.c. J. G. Pavelka, P.Eng., Chief Administrative Officer
P. Noé Johnson, City Solicitor
V.J. Abraham, M.C.I.P., Director, Planning Department
D. W. Vyce, Director of Property

10.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 14

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. L. King, P. Eng.
Building Commissioner

SUBJECT: Compliance Under the Development Charges Act
607 Queen Victoria Drive, Hamilton

RECOMMENDATION:

That, after hearing the evidence and submission of the complaint from Hamilton Habitat for Humanity, the Council of the City of Hamilton hereby amends the development charges with respect to 607 Queen Victoria Drive, thereby reducing the city's development charges of $1,565.44 to zero (0).

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

A total of $1,565.44 will not be added to the development charges fund.

BACKGROUND:

On 1996 August 9, this Department received a complaint letter from Norm Westbury, Chairman of Hamilton Habitat for Humanity, with respect to the Development imposed by the City of Hamilton for 607 Queen Victoria Drive. Mr. Westbury's complaint is based on Section 8 of the Development Charge Act.

The Development Charges Staff Subcommittee reviewed his submission on 1996 August 13, and advises that the charge of $1,565.44 is not applicable to the property for the following reasons:

.../2

(1) Where the development of the land will not increase the need for services, such as libraries, parks, roads, sewers or fire stations, etc.

(2) The property will be used to build a single family dwelling for a needy family by Hamilton Habitat for Humanity, a non-profit ecumenical christian housing ministry.

The Act, Section 8(5)(b), allows the Council to amend the development charge to the extent that, in the opinion of Council, a review of a matter in Section 8(1) justifies the amendment.

LCK/WKW/bel

2.

CONSENT AGENDA

FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, 1996 August 20
1:30 o'clock p.m.
Room 233, City Hall

A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE

Minutes of the regular meeting held on Tuesday, 1996 July 2nd

B. CITY CLERK

(i) Hamilton Wentworth Regional Police Display Community Auto-Theft Reduction Project

(ii) Use of Forecourt - Chinese Community Walkathon

(iii) Sesquicentennial Ribbon on Council Chamber Balcony

(iv) Use of City Facilities - Safety Workshop co-sponsored by the Hamilton Status of Women Sub-Committee and the Hamilton Safety Council

(v) Use of Forecourt - Canadian Cure Campaign - Cross Canada Skate for Leukemia Research

(vi) Erection of Thermometer Fundriasing Gauge on Forecourt - Quebec Flood Relief Fund

(vii) Use of Forecourt to erect Reviewing Stand for Kaleidoscope Parade - Hamilton Caribbean Canadian African Community - 1996 August 17

C. TREASURER

(i) Authorization to enter into Extension Agreements on Specific Properties for the Payment of Realty Tax Arrears

(ii) Financing - Dundurn Castle Restoration Completion - south and west fascade including Dovecote and Stables - Increased cost

(iii) Financing - 2001 Canada Summer Games - Set Up as a 1997 Capital Project

(iv) Supply and Delivery of Workers' Uniform Clothing

D. **COMMISSIONER OF HUMAN RESOURCES**

Appointments To and Terminations From Permanent Positions

E. **DIRECTOR OF PROPERTY/CHIEF ADMINISTRATIVE OFFICER**

(i) Copps Coliseum - Chiller Overhaul & CFC Conversion

(ii) Replace skylight - Hamilton Farmers' Market

(iii) Realty Sale Procedural By-law 95-049 - Declaration of Surplus property

F. **SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

Information Items

Tuesday, 1996 July 2
1:30 o'clock p.m.
Room 233, City Hall

A.

The Finance and Administration Committee met.

Present: Alderman B. Charters, Chairman
Alderman T. Anderson
Alderman C. Collins
Alderman D. Drury
Alderman D. Wilson

Regrets: Mayor R.M. Morrow - City Business
Alderman V. J. Agro - City Business
Alderman M. Kiss - Vacation
Alderman D. Ross - Other Business

Also present: Alderman H. Merling
J. Pavelka, Chief Administrative Officer
A. Ross, Treasurer
P. Noé Johnson, City Solicitor
S. Hollowell, Acting City Clerk
D. Vyce, Director of Property
D. Lobo, Commissioner of Public Works and Traffic
L. King, Building Commissioner
R. Fair, Director of Culture & Recreation
D. Heintz, Public Works
R. Menagh, Human Resources
C. Mascarenhas, Treasury
P. Baker, General Manager, Parking Authority
G. Corsini, Operations Manager, Parking Authority
S. Glover, Acting Secretary

A G E N D A

1. IN CAMERA AGENDA

The Committee moved In Camera to discuss matters of a Private and Confidential nature.

The Committee then moved back into Regular Session and approved the following:

BB. CITY SOLICITOR

(i) Days of Protest - Direct Costs

(a) That the City decline to accept the Hamilton and District Labour Council's offer to resolve the City's claim for costs of site preparation, clean up and site restoration arising out of the Labour Council's use of Dundurn Park and Bayfront Park on 1996 February 23rd and 24th, for a total payment of $3,500; and,

(b) That the City Solicitor be directed to commence an action against the Hamilton and District Labour Council in Small Claims Court for the recovery of $6,835.45, representing the City's claim for costs of site preparation, clean up and site restoration arising out of the Labour Council's use of Dundurn Park and Bayfront Park on 1996 February 23rd and 24th, and that the City Solicitor be directed to waive the excess over $6,000 in order to bring the claim within the jurisdiction of the Small Claims Court.

(ii) **Judy Smyth vs the City of Hamilton - Ontario Court (General Division) Action No. 19313/90**

(a) That the City of Hamilton agree to settle Ontario Court of Justice (General Division) Action No. 19313/90 by the payment of $16,128.34, inclusive of damages, interest and costs, to the Plaintiff, Judy Smyth; and

(b) That the City of Hamilton obtain from Judy Smyth, a Release satisfactory to the City Solicitor and that Ontario Court of Justice (General Division) Action No. 19313/90 be dismissed as against the City of Hamilton without costs.

2. CONSENT AGENDA

The Committee was in receipt of its Consent Agenda and approved the following:

A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE

The Committee was in receipt of the minutes of its regular meeting held Tuesday, 1996 June 18th, and approved the minutes as circulated.

B. CITY CLERK

(i) Flying of Shawinigan Flag

The Committee was in receipt of a report from the City Clerk dated 1996 June 20, respecting the above noted matter and approved the following:

That approval be given to the action taken by the City Clerk in authorizing Hamilton Sesquicentennial Celebrations Inc. to fly the Town of Shawinigan flag beside the City of Hamilton flag at City Hall from 1996 June 28 to July 1 as part of the Sesquicentennial Weekend Celebrations.

(ii) Flying of Hungarian Flag

The Committee was in receipt of a report from the City Clerk dated 1996 June 20, respecting the above noted matter, and approved the following:

That approval be given to the request of The John Calvin Hungarian Presbyterian Church to fly the Hungarian flag at City Hall from 1996 September 21 to 26 in commemoration of the 1100th Anniversary of the Magyar conquest of Hungary and the 40th Anniversary of the 1956 Freedom Fight.

C. CITY SOLICITOR

The Committee was in receipt of a report from the City Solicitor dated 1996 June 24 respecting the above noted matter, and approved the following:

That the By-law to amend the Destruction of Records By-law Schedules for the City Clerk's Department, the Fire Department, the Traffic Division of the Public Works and Traffic Department and the Property Department be forwarded to City Council for enactment.

D. CHIEF ADMINISTRATIVE OFFICER/DIRECTOR OF PROPERTY

The Committee was in receipt of a report from the Chief Administrative Officer and the Director of Property dated 1996 June 28, respecting the above noted matter, and approved the following:

(a) That the following property be declared surplus to the requirements of the City in accordance with the Realty Sales Procedural By-law 95-049:

(i) 30 Simcoe Street West; and,

(b) That the Property Department be authorized to proceed to sell this property in accordance with the Realty Sales Procedural By-law.

E. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1996 June 28, respecting Information Items, and approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

(a) Financial Statements - Hamilton Sesquicentennial Celebrations Inc.

(b) Information Report - Treasurer - Capital Financing Requirements - Debenture Issue - report dated 1996 June 11th

(c) Information Report - City Treasurer - Sale of tax Arrears Properties - report dated 1996 June 19th

(d) Information Report - City Treasurer - Status of Hosting, receptions and Related Accounts as at 1996 May 31st

(e) Information Report - City Solicitor - Mississauga Adult Video By-law Court Challenge - report dated 1996 June 25th

(f) Referral from City Council - Correspondence - Regional Municipality of Hamilton-Wentworth - Hamilton-Wentworth Health Survey: Tobacco Results - correspondence dated 1996 June 19th.

REGULAR AGENDA

3. THE PARKING AUTHORITY OF THE CITY OF HAMILTON

(a) Closing of Capital Budget Accounts, Parking Authority

The Committee was in receipt of a report from the General Manager of the Parking Authority dated 1996 June 14, respecting the above noted matter, and approved the following:

That the following Capital Budget Accounts of the Parking Authority of the City of Hamilton be closed and the remaining funds be returned to their original source:

#909245003	Parking Deck - GO Terminus	$50,000
#909345010	Parking Deck - GO Terminus Study	$50,000

(b) Completion of Carpark Development/On-Street Meter Upgrades

The Committee was in receipt of a report from the General Manager of the Parking Authority dated 1996 June 14, respecting the above noted matter, and approved the following:

That the Parking Authority be permitted to create a Capital Account, funded from its Parking Reserve Fund in the amount of $100,000 to be titled, "Parking Facilities/Equipment Development and Upgrades" for the purpose of:

(i) completing the development of the site at 290-296 Victoria Avenue; and
(ii) upgrading on-street meters in certain key commercial areas of the City.

4. **TREASURER**

(a) **Annual Reserve and Reserve Fund Report**

The Committee was in receipt of a report from the Treasurer dated 1996 June 20, respecting the above noted matter, and approved the following:

(i) That the re-classification of the Reserve & Reserve Funds, as outlined in Appendix A, be approved.

(ii) That the current external debt financing, as defined in the ten year Capital Budget, be replaced with a policy of Internal Financing using the Capital Reserve Funds as the source of funding.

(iii) That $8.0 million be transferred from the "Reserve for Employee Benefits-Self Insurance" to the "Reserve Fund for Workers' Compensation".

(iv) That the balance of the unfunded liability ($11.7 million) for Workers' Compensation be funded by a reallocation of $950,000 from the Employee Benefit control account and that an actuarial valuation, to determine the unfunded Workers' Compensation Benefit liability, be done every three years.

(v) That any surplus in the Employee Benefit control account be transferred annually to the Reserve for Employee Benefits - Self Insurance.

(vi) That the annual capital equipment replacement program be approved in the September, preceding the year of replacement, and be fully funded from the reserve.

(vii) That the Sick Leave annual provision of $800,000 be reduced to $500,000 in 1997 and the WCB annual provision be increased by $300,000 to $1.8 million.

(viii) That an actuarial valuation (as approved in 1992) be performed on the Reserve for Employee Benefits - Self Insurance, in order to determine the appropriate level of funding, and that the costs be charged to the applicable reserve.

(ix) That an insurance consultant be hired to review the City's current Risk Management Program and related insurance coverage including current deductible levels relative to the current reserve level, and that the costs be charged to the applicable reserve.

(x) That the following Trust Funds be re-classified as reserves:

- Dundurn Castle Restoration
- Museum Acquisition Trust - Historical Board
- Childrens' Museum Trust
- Furnishing Restoration - Historical Board
- Seniors' Club Trust - Playground Equipment
- Whitehern Rentals Trust

(b) Downtown Taxes

The Committee was in receipt of an Information Report from the Treasurer dated 1996 June 26, respecting the above noted matter, which it received for information.

(c) Write off of Outstanding Business Taxes

The Committee was in receipt of a report from the Treasurer dated 1996 June 24, respecting the above noted matter, and approved the following:

> That outstanding businesss taxes in the amount of $ 914,244.76 be written-off in accordance with Section 441 of the Municipal Act, R.S.O. 1990 and charged to account CH53401 24106, Tax Write-offs.

(d) Bailiffs - Extension of Agreement with ABS Bailiff Services

The Committee was in receipt of a report from the Treasurer dated 1996 June 26, respecting the above noted matter, and approved the following:

> That the agreement with ABS Bailiff Services for the collection of outstanding business tax arrears be extended to 1996 September 30.

(e) Tax Project

The Treasurer gave a verbal update with regard to the above noted matter which the Committee received for information.

5. DIRECTOR OF PUBLIC WORKS & TRAFFIC - Termination of Street Vendor Agreement for #9 King Street East

The Committee was in receipt of a report from the Director of Public Works & Traffic dated 1996 June 25, respecting the above noted matter.

The Committee was subsequently advised by the City Solicitor that the vendor had exercised his option to withdraw services prior to 1996 July 2, and has provided a release discharge of his agreement in return for a full refund of his fee in the amount of $7,000.00 as approved by City Council on 1996 May 28.

6. BUILDING COMMISSIONER - 5% Land Dedication - 1 Year Moratorium of Collection of Fees for Single Family Dwelling

The Committee was in receipt of a report from the Building Commissioner dated 1996 June 25, respecting the above noted matter, and approved the following:

> That the City Solicitor be authorized and directed to prepare an amendment to By-Law 84-252 to allow land to be developed for the purpose of a single family dwelling where land in the amount equal to 5% of the area to be developed, or cash equivalent, has not been conveyed to the City where the building permit has been applied for between July 10, 1996 to July 11, 1997 and the building permit has been issued by 1997 August 1.

7. SINGLE TIER ADMINISTRATIVE REVIEW STEERING COMMITTEE - Financial Shared Services Study - City of Hamilton and Region of Hamilton-Wentworth

The Committee was in receipt of a report from the Single Tier Administrative Review Steering Committee dated 1996 June 24, respecting the above noted matter, and approved the following:

(a) That the "Financial Shared Services Study-Process Mapping and Opportunity Identification" Report be received; and,

(b) That the Consultant be directed to continue the analysis and complete the approved terms of reference and provide the required input for the City to prepare the Shared Services proposal; and,

(c) That Utility Finance (Region) and Tax (City) sections be excluded from the shared services proposal.

8. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

S.M. Glover

Stella Glover,
Acting Secretary
1996 July 2

ALDERMAN B. CHARTERS, CHAIRMAN
FINANCE AND ADMINISTRATION COMMITTEE

B. (i)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 July 3

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Hamilton Wentworth Regional Police Display
Community Auto-Theft Reduction Project

RECOMMENDATION:

That approval be given to the action of the City Clerk in authorizing the Hamilton-Wentworth Regional Police Community Auto-Theft Reduction Project to set up a display in the second floor foyer at City Hall on Monday, 1996 July 15 from 11:30 a.m. to 1:30 p.m. to provide information on auto-theft reduction.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

The Hamilton-Wentworth Regional Police have recently received a number of calls from City Hall staff requesting auto-theft information. In response, the Hamilton-Wentworth Regional Police propose setting up a display in the second floor foyer at City Hall to provide this information. Two members of the Auto-Theft Reduction Project will be present to answer questions. They will also provide flyers for posting on department bulletin boards announcing the display.

cc: Mayor's Office
J. Pavelka, Chief Administrative Officer
R. Swan, Building Operations & Maintenance Division
Information Desk

B. (ii)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 July 22

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Use of Forecourt
Chinese Community Walkathon

RECOMMENDATION:

That approval be given to the request of the Chinese Community to use the City Hall Forecourt and related equipment, together with first floor washroom access, from 1:00 to 3:00 p.m. on Sunday, 1996 September 22 for a fundraising Walkathon for the United Way.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Funds in the approximate amount of $100 for Property Maintenance Staff overtime associated with this event will be taken from Account #CH55222-10034 - Use of City Hall Facilities by Outside Groups.

BACKGROUND:

The Chinese Cultural Association and other Chinese Community Groups will be holding a walkathon to raise funds for the United Way on Sunday, 1996 September 22 from 1:00 p.m. to 3:00 p.m. The Walkathon will commence at Harbourfront Park and proceed to City Hall where refreshments will be available, courtesy of the Chinese Community. The walkers will then return to Harbourfront Park where entertainment, including the Lion Dance, will take place. It is anticipated that over 300 walkers will participate.

cc: Mayor's Office
Rob Swan, Manager, Building Operations and Maintenance Division
Information Desk

B. (iii)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 July 25

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Sesquicentennial Ribbon on Council Chamber Balcony

RECOMMENDATION:

That approval be given to the action taken by the City Clerk in authorizing Hamilton Sesquicentennial Celebrations Inc. to display a birthday ribbon and bow on the Council Chamber balcony from 1996 July 12th (Hamilton's birthday) until the end of 1996 (or until its condition becomes deterioratated).

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

As part of the birthday celebrations on July 12, Sesquicentennial Celebrations Inc. had a bow installed on the Council Chamber balcony. The bow is of fabric and metal construction.

It is proposed to leave the bow in place for the remainder of 1996, or until its condition becomes deteriorated, whichever occurs soonest.

cc: Mayor's Office
Carmen D. Rizzotto, Executive Director, Hamilton Sesquicentennial Celebrations Inc.
Rob Swan, Manager, Building Operatations and Maintenance Division
Information Desk

B. (iv)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 July 30

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Use of City Facilities - Safety Workshop Co-sponsored by the Hamilton Status of Women Sub-Committee and the Hamilton Safety Council

RECOMMENDATION:

That approval be given to the request of the Hamilton Status of Women Sub-Committee and the Hamilton Safety Council to use the City Hall Council Chambers, second floor foyer and second floor meetings rooms on Saturday, 1996 September 14 from 8:00 a.m. to 2:00 p.m. for the purposes of conducting a Safety Workshop and the use of the second floor foyer from 1996 September 11 - 14 to display safety-related exhibits.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

All expenses incurred as a result of this Workshop will be paid for by the Hamilton Status of Women Sub-Committee.

BACKGROUND:

The Hamilton Status of Women Sub-Committee and the Hamilton Safety Council will co-sponsor a Safety Workshop on Saturday, 1996 September 14 from 9:00 a.m. to 1:00 p.m.

Safety-related exhibits will also be displayed on the second floor foyer from 1996 September 11-14.

cc Mayor's Office
Rob Swan, Manager, Building Operations and Maintenance Division
Joan MacDonald, Chairperson, Hamilton Status of Women Sub-Committee
Information Desk

B. (v)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 July 31

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Use of Forecourt - Canadian Cure Campaign - Cross Canada Skate for Leukemia Research

RECOMMENDATION:

That approval be given to the action taken by the City Clerk in authorizing the Canadian Cure Campaign to use the City Hall Forecourt and related equipment on Tuesday, 1996 August 13 from 12:00 noon to 1:00 p.m. for the purposes of holding a reception to welcome Christine Ichim who is in-line skating across Canada to raise funds for leukemia research.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: n/a

BACKGROUND:

Christine Ichim is in-line skating across Canada from Victoria, British Columbia to St. Johns, Newfoundland, to raise funds to find a cure for leukemia.

The Campaign will be passing through Hamilton on Tuesday, 1996 August 13 and will stop at City Hall at 12:00 noon for a brief reception.

cc Mayor's Office
Rob Swan, Manager, Building Operations and Maintenance Division
Shelly Merlo-Orzel, Culture and Recreation Department
Information Desk

B. (vi)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 1

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Erection of Thermometer Fundraising Gauge on Forecourt - Quebec Flood Relief Fund

RECOMMENDATION:

That approval be given to the action taken by the City Clerk in authorizing the erection of a thermometer fundraising gauge, similar to the one used annually by the United Way, on the City Hall Forecourt for the purpose of showing funds raised for the Quebec Flood Relief Fund.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: n/a

BACKGROUND:

The Quebec Flood Relief Fund has been established to raise funds to assist the families and individuals that were impacted by the recent flooding in Quebec.

The request to erect this thermometer fundraising gauge was approved by a poll of all Members of City Council on 1996 July 31.

cc Mayor's Office
Rob Swan, Manager, Building Operations and Maintenance Division
Shelly Merlo-Orzel, Culture and Recreation Department
Information Desk

B. (vii)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 15

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Use of Forecourt to erect Reviewing Stand for Kaleidoscope Parade - Hamilton Caribbean Canadian African Community - 1996 August 17

RECOMMENDATION:

That approval be given to the action taken by the City Clerk in authorizing the erection of a reviewing stand on the City Hall Forecourt on Saturday, 1996 August 17 from 11:00 a.m. to 1:30 p.m. in conjunction with the Kaleidoscope Parade organized by the Hamilton Caribbean Canadian Community.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Approximately $720 for the erection of the Reviewing Stand and Property Maintenance Staff overtime will be charged to Account No. CH 55222 10034 - Use of City Hall Facilities by Outside Groups.

BACKGROUND:

The Parade will leave Sir John A. MacDonald High School located at the corner of Bay Street and Cannon Street, proceed south on Bay Street to Main Street, east on Main Street, passing the Reviewing Stand located in the City Hall forecourt and then proceed to Bayfront Park where the Kaleidoscope Festival will be held.

cc Mayor's Office
Rob Swan, Manager, Building Operations and Maintenance Division
Shelley Merlo-Orzel, Culture and Recreation Department
Information Desk

C.(i)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 July 30

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Authorization to enter into extension agreements on specific properties for the payment of realty tax arrears

RECOMMENDATION:

1) That the City be authorized to enter into Extension Agreements, if required, in a form satisfactory to the City Solicitor and the City Treasurer pursuant to Section 8 of the Municipal Tax Sales Act, with the owners of the following properties to extend the time open for payment of realty tax arrears in accordance with the policy for extension agreements approved by City Council on June 28, 1994:

1485 Main East	696 King East
90 Queen South	220 Cannon East
134 Ontario Avenue	27 William Street
1605 King East	344 Darlington Crescent
60 Farmer Court	84 Royal Vista Drive
37 Huxley South	180 Queensdale East
232 East 45th	64 Beechwood
20 Beland South	479 King East
1396 Upper Ottawa #14	50 Weir South
477 King East	1 South Oval
322 Herkimer Street	300 Glennie Avenue
162 Campbell Avenue	6 Lampton Place

2) That the attached by-law to authorize the said Extension Agreements be enacted by Council.

3) That the Mayor and City Clerk be authorized to execute the aforesaid by-law and extension agreements.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The execution of the by-law and agreements, where required, will defer the City's right to sell the lands for tax arrears for a maximum period of 24 months; however, the City will be in receipt of regular monthly payments towards current and prior years arrears over the term of the agreements.

BACKGROUND:

Section 8 of the Municipal Tax Sales Act provides that the municipality, by a by-law passed after the registration of the tax arrears certificate and before the expiry of the one-year period for redemption, may authorize an extension agreement with the owner of the land extending the period in which the cancellation price is to be paid. On June 28, 1994, in accordance with this legislation, Council approved a policy authorizing the City to enter into extension agreements with taxpayers providing certain conditions were met.

The owner of a property which has been registered for tax arrears may request the City to consider an extension agreement at any time up to and including the final day on which the redemption period expires. Administratively, there may not be sufficient time to obtain the necessary Council approval of the by-law prior to this deadline. Accordingly, staff are requesting advance authorization for the City to enter into extension agreements, if necessary, with the owners of the above specific properties providing they meet the conditions outlined in the policy adopted by Council on June 28, 1994.

In certain instances when all of the conditions in the extension agreement policy are not met the Treasurer should be allowed the latitude to recommend an extension agreement be entered into if it is deemed to be in the best financial interest of the municipality. Under these circumstances a separate report would be provided to the Committee for deliberation and approval.

During the initial months of this repayment option it has been ascertained that operational time constraints, e.g. writing of reports, council approvals, make it necessary to have the authorization to enter into these extension agreements pre-approved. Accordingly, in the month that the legislated final notices for the tax registration process are mailed out (280 days from the registration date), a listing of all those properties for which the owners may wish to enter into an extension agreement will be forwarded to Committee and Council for approval. Owners who show an interest in entering into an extension agreement with the City prior to the mailing of the final notices, will be added to the monthly reports as required.

/TAB

THE CORPORATION OF THE CITY OF HAMILTON

BY-LAW NO.96-

TO AUTHORIZE AN EXTENSION AGREEMENT

FOR PAYMENT OF REALTY TAX ARREARS

WHEREAS the Municipal Tax Sales Act, R.S.O. 1990, c.M.60, (hereinafter referred to as the "Act"), states that the Council of a municipality may, by by-law, authorize an Extension Agreement with the owner of land in arrears of realty taxes in excess of three (3) years after the registration of a Tax Arrears Certificate and before the expiry of the one year redemption period;

AND WHEREAS the Municipal Tax Sales Act (section 8) states that the said Extension Agreement may extend the period of time, upon the terms specified therein, within which the Cancellation Price is to be paid;

AND WHEREAS, pursuant to the Municipal Tax Sales Act, the Treasurer did register a Tax Arrears Certificate indicating arrears of realty taxes in excess of three (3) years on the lands described in Schedule "A" annexed hereto,

AND WHEREAS, the said land is recorded by The Corporation of the City of Hamilton under the specific Tax Roll Serial Nos. indicated in Schedule "A" annexed hereto.

AND WHEREAS, The Owners of the lands described in Schedule "A" have requested that the City exercise its discretion to pass a bylaw to authorize an Extension Agreement to extend the period of time in which the Cancellation Price may be paid.

AND WHEREAS the one year period within which this by-law may be enacted will therefore expire on the days described as the redemption date of Schedule "A" attached hereto.

NOW THEREFORE the Council of the Corporation of the City of Hamilton enacts as follows:

1. (a) The time open for acceptance and the permitted payments of the Cancellation Price beyond the expiry of the said one year redemption period as set out in Schedule "A" are hereby authorized to be extended pursuant to an Extension Agreement.

   (b) The owner of the land described in Schedule "A" may, on or before the redemption date, enter into the Extension Agreement with The Corporation of the City of Hamilton, and the Mayor and City Clerk are hereby authorized to execute the Extension Agreement on behalf of the City.

2. As provided in the Municipal Tax Sales Act, notwithstanding any other provision of this Extension Agreement, it is understood and agreed that while the Extension Agreement remains a subsisting agreement in good standing:

(a) that the Extension Agreement does not reduce the amount of the Cancellation Price.

(b) that the Extension Agreement does not prohibit any person from paying the Cancellation Price at any time.

(c) that any person may pay the Cancellation Price at any time.

(d) that the Extension Agreement terminates upon payment of the Cancellation Price by any person.

(e) that the Extension Agreement shall cease to be considered a subsisting Extension Agreement for purposes of section 9(2) of the Act, when and under what conditions set out in the Extension Agreement.

3. As also provided in the Municipal Tax Sales Act,

(a) while such Extension Agreement is in good standing, the period of such time shall not be counted in calculating the time within which the Cancellation Price may be paid.

(b) upon default by owner in complying with the Extension Agreement or any term thereof, the Extension Agreement shall cease and, (unless there remains time within which the Cancellation Price may be paid and is paid), the land shall be offered for sale by the Treasurer.

PASSED this day of 1996, A.D.,

CITY CLERK **MAYOR**

SCHEDULE "A"
EXTENSION AGREEMENTS

A)	PROPERTY ADDRESS	1485 MAIN EAST
	SERIAL NUMBER	04 03330 8600
	BRIEF LEGAL DESCRIPTION	CON 2 PT LOT 2
	DATE OF REGISTRATION	SEPTEMBER 26, 1995
	INST # OF TAX ARREARS CERTIFICATE	VM218062
	REDEMPTION DATE	SEPTEMBER 26, 1996
	TOTAL ARREARS	$37,227.70
B)	PROPERTY ADDRESS	696 KING EAST
	SERIAL NUMBER	03 02325 1030
	BRIEF LEGAL DESCRIPTION	PLAN 27 PT LOT 6
	DATE OF REGISTRATION	SEPTEMBER 26, 1995
	INST # OF TAX ARREARS CERTIFICATE	VM218064
	REDEMPTION DATE	SEPTEMBER 26, 1996
	TOTAL ARREARS	$40,031.88
C)	PROPERTY ADDRESS	90 QUEEN SOUTH
	SERIAL NUMBER	01 00950 0130
	BRIEF LEGAL DESCRIPTION	SURVEY J MILLS BLK 2 RANGE 1 PT LT 3
	DATE OF REGISTRATION	SEPTEMBER 28, 1995
	INST # OF TAX ARREARS CERTIFICATE	VM218248
	REDEMPTION DATE	SEPTEMBER 28, 1996
	TOTAL ARREARS	$18,016.59
D)	PROPERTY ADDRESS	220 CANNON EAST
	SERIAL NUMBER	02 01820 6380
	BRIEF LEGAL DESCRIPTION	PLAN 255 LOTS 100–101 PT LT 99
	DATE OF REGISTRATION	OCTOBER 2, 1995
	INST # OF TAX ARREARS CERTIFICATE	VM218694
	REDEMPTION DATE	OCTOBER 2, 1996
	TOTAL ARREARS	$33,336.33
E)	PROPERTY ADDRESS	134 ONTARIO AVE
	SERIAL NUMBER	03 02050 8300
	BRIEF LEGAL DESCRIPTION	PLAN 207 LOT 14
	DATE OF REGISTRATION	OCTOBER 17, 1995
	INST # OF TAX ARREARS CERTIFICATE	VM219532
	REDEMPTION DATE	OCTOBER 17, 1996
	TOTAL ARREARS	$9,371.38
F)	PROPERTY ADDRESS	27 WILLIAM ST
	SERIAL NUMBER	03 02180 3280
	BRIEF LEGAL DESCRIPTION	PLAN 3 PT LOT 42
	DATE OF REGISTRATION	OCTOBER 17, 1995
	INST # OF TAX ARREARS CERTIFICATE	VM219521
	REDEMPTION DATE	OCTOBER 17, 1996
	TOTAL ARREARS	$9,707.75
G)	PROPERTY ADDRESS	1605 KING EAST
	SERIAL NUMBER	04 03040 1840
	BRIEF LEGAL DESCRIPTION	PLAN 546 LOT 90
	DATE OF REGISTRATION	OCTOBER 17, 1995
	INST # OF TAX ARREARS CERTIFICATE	VM219527
	REDEMPTION DATE	OCTOBER 17, 1996
	TOTAL ARREARS	$12,147.40

H)

PROPERTY ADDRESS	344 DARLINGTON CRT
SERIAL NUMBER	08 10220 0044
BRIEF LEGAL DESCRIPTION	PLAN M253 LOT 16
DATE OF REGISTRATION	OCTOBER 17, 1995
INST # OF TAX ARREARS CERTIFICATE	LT391236
REDEMPTION DATE	OCTOBER 17, 1996
TOTAL ARREARS	$15,049.01

I)

PROPERTY ADDRESS	60 FARMER CRT
SERIAL NUMBER	08 10710 6821
BRIEF LEGAL DESCRIPTION	PLAN M108 LOT 18
DATE OF REGISTRATION	OCTOBER 17, 1995
INST # OF TAX ARREARS CERTIFICATE	LT391233
REDEMPTION DATE	OCTOBER 17, 1996
TOTAL ARREARS	$15,816.73

J)

PROPERTY ADDRESS	84 ROYAL VISTA DR
SERIAL NUMBER	06 07310 1044
BRIEF LEGAL DESCRIPTION	PLAN 62M605 lot 11
DATE OF REGISTRATION	OCTOBER 17, 1995
INST # OF TAX ARREARS CERTIFICATE	LT391234
REDEMPTION DATE	OCTOBER 17, 1996
TOTAL ARREARS	$12,779.99

K)

PROPERTY ADDRESS	37 HUXLEY SOUTH
SERIAL NUMBER	04 03060 3610
BRIEF LEGAL DESCRIPTION	PLAN 512 PT LOT 122
DATE OF REGISTRATION	OCTOBER 20, 1995
INST # OF TAX ARREARS CERTIFICATE	VM219749
REDEMPTION DATE	OCTOBER 20, 1996
TOTAL ARREARS	$12,790.47

L)

PROPERTY ADDRESS	180 QUEENSDALE EAST
SERIAL NUMBER	08 09040 1000
BRIEF LEGAL DESCRIPTION	PLAN 495 LOT 113
DATE OF REGISTRATION	OCTOBER 20, 1995
INST # OF TAX ARREARS CERTIFICATE	VM219750
REDEMPTION DATE	OCTOBER 20, 1996
TOTAL ARREARS	$13,951.54

M)

PROPERTY ADDRESS	232 EAST 45TH ST
SERIAL NUMBER	06 06040 1440
BRIEF LEGAL DESCRIPTION	PLAN 972 LOT 109 PT LOT 108
DATE OF REGISTRATION	OCTOBER 27, 1995
INST # OF TAX ARREARS CERTIFICATE	LT392118
REDEMPTION DATE	OCTOBER 27, 1996
TOTAL ARREARS	$12,104.89

N)

PROPERTY ADDRESS	64 BEECHWOOD
SERIAL NUMBER	03 02650 6090
BRIEF LEGAL DESCRIPTION	PLAN 375 LOT 35
DATE OF REGISTRATION	OCTOBER 27, 1996
INST # OF TAX ARREARS CERTIFICATE	VM220174
REDEMPTION DATE	OCTOBER 27, 1996
TOTAL ARREARS	$9,807.20

O)

PROPERTY ADDRESS	20 BELAND SOUTH
SERIAL NUMBER	05 04110 6360
BRIEF LEGAL DESCRIPTION	PLAN 556 LOTS 65,66
DATE OF REGISTRATION	OCTOBER 31, 1995
INST # OF TAX ARREARS CERTIFICATE	VM220408
REDEMPTION DATE	OCTOBER 31, 1996
TOTAL ARREARS	$12,497.84

P)

PROPERTY ADDRESS	479 KING EAST
SERIAL NUMBER	03 02120 1060
BRIEF LEGAL DESCRIPTION	PLAN 99 PT LOT 1
DATE OF REGISTRATION	OCTOBER 31, 1995
INST # OF TAX ARREARS CERTIFICATE	VM220409
REDEMPTION DATE	OCTOBER 31, 1996
TOTAL ARREARS	$61,489.55

Q)

PROPERTY ADDRESS	1396 UPPER OTTAWA #14
SERIAL NUMBER	06 07020 6014
BRIEF LEGAL DESCRIPTION	WC PLAN 62 UNIT 14 LEVEL 1
DATE OF REGISTRATION	OCTOBER 26, 1995
INST # OF TAX ARREARS CERTIFICATE	LT391823
REDEMPTION DATE	OCTOBER 26, 1996
TOTAL ARREARS	$7,399.08

R)

PROPERTY ADDRESS	50 WEIR SOUTH
SERIAL NUMBER	04 03430 5240
BRIEF LEGAL DESCRIPTION	PLAN 543 LOT 34
DATE OF REGISTRATION	OCTOBER 26, 1995
INST # OF TAX ARREARS CERTIFICATE	VM220003
REDEMPTION DATE	OCTOBER 26, 1996
TOTAL ARREARS	$11,284.35

S)

PROPERTY ADDRESS	477 KING EAST
SERIAL NUMBER	03 02120 1150
BRIEF LEGAL DESCRIPTION	PLAN 233 LOTS 2–4
DATE OF REGISTRATION	NOVEMBER 7, 1995
INST # OF TAX ARREARS CERTIFICATE	VM220882
REDEMPTION DATE	NOVEMBER 7, 1996
TOTAL ARREARS	$176,227.98

T)

PROPERTY ADDRESS	1 SOUTH OVAL
SERIAL NUMBER	01 00530 5650
BRIEF LEGAL DESCRIPTION	PLAN 649 PT LOTS 1801 & 1802
DATE OF REGISTRATION	NOVEMBER 7, 1995
INST # OF TAX ARREARS CERTIFICATE	VM220881
REDEMPTION DATE	NOVEMBER 7, 1996
TOTAL ARREARS	$13,898.47

U)

PROPERTY ADDRESS	322 HERKIMER ST
SERIAL NUMBER	01 00925 1540
BRIEF LEGAL DESCRIPTION	PLAN 253 BLK D PT LT 188
DATE OF REGISTRATION	NOVEMBER 7, 1995
INST # OF TAX ARREARS CERTIFICATE	VM220883
REDEMPTION DATE	NOVEMBER 7, 1996
TOTAL ARREARS	$10,917.07

V)

PROPERTY ADDRESS	300 GLENNIE AVE
SERIAL NUMBER	05 03850 5140
BRIEF LEGAL DESCRIPTION	PLAN 742 LOT 105
DATE OF REGISTRATION	NOVEMBER 7, 1995
INST # OF TAX ARREARS CERTIFICATE	VM220879
REDEMPTION DATE	NOVEMBER 7, 1996
TOTAL ARREARS	$10,168.66

W)

PROPERTY ADDRESS	162 CAMPBELL AVE
SERIAL NUMBER	04 03140 7780
BRIEF LEGAL DESCRIPTION	PLAN 395 BLK J PT LT 31
DATE OF REGISTRATION	NOVEMBER 7, 1995
INST # OF TAX ARREARS CERTIFICATE	VM220884
REDEMPTION DATE	NOVEMBER 7, 1996
TOTAL ARREARS	$10,147.36

X)

PROPERTY ADDRESS	6 LAMPTON PL
SERIAL NUMBER	05 04010 4630
BRIEF LEGAL DESCRIPTION	PLAN 933 LOT 2
DATE OF REGISTRATION	NOVEMBER 11, 1995
INST # OF TAX ARREARS CERTIFICATE	VM221125
REDEMPTION DATE	NOVEMBER 11, 1996
TOTAL ARREARS	$14,184.89

C. (ii)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 15

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Dundurn Castle Restoration Completion South and West Facades including Dovecote and Stables - Increased Cost - Financing

RECOMMENDATION:

(a) That the City Treasurer be authorized to increase the gross cost of the project - Dundurn Castle Restoration Completion South and West Facades including Dovecote and Stables, Account Centre No. CF719441022 from $2,726,000 to $2,857,251 by $131,251;

(b) That the increased cost of the above project in the amount of $131,251 be financed as follows:

Account Centre No.	Description	Financing	Amount
CF719141002	Dundurn Castle Restoration	Reserve - Cap.Proj.	$ 26,439
CF719141008	Dundurn Castle, Cockpit Theatre	Reserve - Cap.Proj.	22,806
CF719355010	Dundurn Castle Restoration Study	Reserve - Cap.Proj.	2,545
CH25213-00183	Dundurn Castle - Furnishing Restoration Trust	Trust Fund	26,641
CH25210-00183	Castle Restoration Trust	Trust Fund	14,771
CH25300-00213	Dundurn Castle Rental Trust	Trust Fund	5,565
CH25211-00183	Museum Acquisition Trust	Trust Fund	32,484
			$131,251

(c) That the City Solicitor be authorized to revise By-law No. 94-095 to incorporate revised gross cost of the project noted in (a) above.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There will be no additional debenture issues because of the increased cost of the Dundurn Castle project. The increased cost of the project is being financed by reallocating unspent balances of certain capital projects and using certain Trust Fund money.

BACKGROUND:

The details of the project are outlined in the attached report of Ross L. Fair, Director, Culture and Recreation Department, dated 1996 August 14. Also attached is the report of Charlene Touzel, Secretary, Hamilton Historical Board, dated 1996 August 13 to the Parks and Recreation Committee outlining a recommendation how one of the trust funds, being used to finance this project, will be replenished.

NRA/an
Att'd

c.c. R.L. Fair, Director, Culture and Recreation Department
P.Noé Johnson, City Solicitor, Attention: L. Farr
K.C. Christenson, Secretary, Parks and Recreation Committee
C. Touzel, Secretary, Hamilton Historical Board

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 14

REPORT TO: Kevin C. Christenson, Secretary
Parks and Recreation Committee

FROM: Ross L. Fair, Director
Culture and Recreation Department

SUBJECT: Dundurn Castle Phase II, Stables Conversion
Minor Change in Scope of Work

RECOMMENDATION:

a) That Council approve a minor change in the scope of work for the capital project Dundurn Castle Phase II, Stables Conversion on the understanding that no additional capital funds will be required as the additional work will be financed from savings, totalling $131,251 from other elements of the overall Dundurn Castle Restoration project, trust accounts and from interest attributable to grants received from senior levels of government for the project; and,

b) That the following Capital Accounts be closed; CF 719141002 (Dundurn Castle, Phase I, $9,352), CF 719355010 (Dundurn Castle Restoration Study, $2,545) and CF 719141008 (Dundurn Castle Phase I, Cockpit Theatre Restoration $ 22,806); and,

c) That the Finance and Administration Committee recommend the method of financing; and,

d) That staff be authorized to increase the Purchase Order for Taylor Hazell Architects a maximum of $13,000 (additional fees are currently being negotiated) to compensate for additional scope of work and the increased construction value of the project.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The primary purpose of the Stables Conversion was to create an additional programming space and minor food service capability at the Castle. The original plans called for a "residential style" kitchen with occasional catering to be provided by an external party.

During negotiations for the Provincial share grant ($900,000), Provincial staff requested increased emphasis on "revenue generation". Staff identified an upgraded food service

capacity as one revenue opportunity, based on experiences at other cultural centres. An internal decision was made to pursue this course and the Province approved funding inclusive of the commercial kitchen. Regrettably, this specification was not clearly defined in the design plan. As a result, the external consultant and staff were forced to issue addenda during the tender phase in order to properly price this element. Attempts were made to find cost savings, but with limited results given the advanced state of the project design.

All of the above was reported to Committee in a report dated 1996 May 15 and attached as Schedule A.

We are now faced with a requirement to find sufficient funds to complete this work as per our agreement with the Province. The recommendations provide a plan to address the deficiency without increasing the overall total project cost. No additional capital funding is required to complete the project.

Funds are available from the following accounts and represent savings from other elements of the overall project and funds available in trust accounts dedicated to Dundurn Castle. The Hamilton Historical Board, at its 1996 August 13 meeting authorized use of trust funds CH 5X999 00402 (reserve fund #CH 25211-00183) and CH 5X999 00405 (reserve fund # CH 25213-00183), on the proviso that revenues generated from the food services area be used to replenish the Museum Acquisition Fund CH 25211-00183.

Museum Acquisition Trust, H.H.B CH 25211-00183	$ 32,484
Furnishing Restoration Trust, H.H.B. CH 25213-00183	$ 26,641
Castle Restoration Trust, H.H.B. CH 25210-00183	$ 14,771
Dundurn Castle Rental Trust, H.H.B. CH 25300-00213	$ 5,565
Dundurn Castle Restoration Phase I CF # 719141002 (incl. Interest)	$ 26,439
Dundurn Castle, Cockpit Theatre CF # 719141008	$ 22,806
Dundurn Castle Restoration Study CF # 719355010	$ 2,545
Total	**$131,251**

Treasury Department staff confirmed the availability of funds in the above noted accounts.

The following summary provides an estimate of funds required to complete the work:

Kitchen Equipment and S.S. Fabrication	$ 68,250 est.
Kitchen Supplies (plates, cutlery, etc.)	$ 25,000 est.
Tea room / Banquet Facility Furniture	$ 25,000 est.
Consultant additional Fees	$ 13,000 est.
Total	**$131,250**

In summary, the available surpluses are sufficient to meet requirements.

BACKGROUND:

The Dundurn Castle Restoration project was approved in 1994. The restoration work of the main Castle has been concluded. The work on restoring the Stable Building and converting it to a Conference Centre/Banquet facility and a Tea room is in progress. The anticipated partial opening of the programming space is mid-October and the Tea Room/Banquet facility is anticipated to be completed by the middle of November 1996.

Initially, both the main Castle and the Stables building were dealt with as one project. Due to the different nature of the scope of work required for the two buildings, the Consultant recommended phasing the project. The Castle portion is now complete and staff is in the process of releasing the finish holdback to the contractor. Work on the Stables is presently ongoing and it is planned to be totally completed and ready for occupancy by the middle of November.

c.c. A. C. Ross, Treasurer
Attention: Nik Adhya, Manager of Budgets
P. Noé Johnson, City Solicitor
Susan Reeder, Secretary, Finance and Administration Committee

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capacity as one revenue opportunity, based on experiences at other cultural centres. An internal decision was made to pursue this course and the Province approved funding inclusive of the commercial kitchen. Regrettably, this specification was not clearly defined in the design plan. As a result, the external consultant and staff were forced to issue addenda during the tender phase in order to properly price this element. Attempts were made to find cost savings, but with limited results given the advanced state of the project design.

All of the above was reported to Committee in a report dated 1996 May 15 and attached as Schedule A.

We are now faced with a requirement to find sufficient funds to complete this work as per our agreement with the Province. The recommendations provide a plan to address the deficiency without increasing the overall total project cost. No additional capital funding is required to complete the project.

Funds are available from the following accounts and represent savings from other elements of the overall project and funds available in trust accounts dedicated to Dundurn Castle. The Hamilton Historical Board, at its 1996 August 13 meeting authorized use of trust funds CH 5X999 00402 (reserve fund #CH 25211-00183) and CH 5X999 00405 (reserve fund # CH 25213-00183), on the proviso that revenues generated from the food services area be used to replenish the Museum Acquisition Fund CH 25211-00183.

Museum Acquisition Trust, H.H.B CH 25211-00183	$ 32,484
Furnishing Restoration Trust, H.H.B. CH 25213-00183	$ 26,641
Castle Restoration Trust, H.H.B. CH 25210-00183	$ 14,771
Dundurn Castle Rental Trust, H.H.B. CH 25300-00213	$ 5,565
Dundurn Castle Restoration Phase I CF # 719141002 (incl. Interest)	$ 26,439
Dundurn Castle, Cockpit Theatre CF # 719141008	$ 22,806
Dundurn Castle Restoration Study CF # 719355010	$ 2,545
Total	**$131,251**

Treasury Department staff confirmed the availability of funds in the above noted accounts.

The following summary provides an estimate of funds required to complete the work:

Kitchen Equipment and S.S. Fabrication	$ 68,250 est.
Kitchen Supplies (plates, cutlery, etc.)	$ 25,000 est.
Tea room / Banquet Facility Furniture	$ 25,000 est.
Consultant additional Fees	$ 13,000 est.
Total	**$131,250**

In summary, the available surpluses are sufficient to meet requirements.

BACKGROUND:

The Dundurn Castle Restoration project was approved in 1994. The restoration work of the main Castle has been concluded. The work on restoring the Stable Building and converting it to a Conference Centre/Banquet facility and a Tea room is in progress. The anticipated partial opening of the programming space is mid-October and the Tea Room/Banquet facility is anticipated to be completed by the middle of November 1996.

Initially, both the main Castle and the Stables building were dealt with as one project. Due to the different nature of the scope of work required for the two buildings, the Consultant recommended phasing the project. The Castle portion is now complete and staff is in the process of releasing the finish holdback to the contractor. Work on the Stables is presently ongoing and it is planned to be totally completed and ready for occupancy by the middle of November.

c.c. A. C. Ross, Treasurer
Attention: Nik Adhya, Manager of Budgets
P. Noé Johnson, City Solicitor
Susan Reeder, Secretary, Finance and Administration Committee

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CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 13

REPORT TO: Kevin Christenson, Secretary
Parks and Recreation Committee

FROM: Charlene Touzel, Secretary
Hamilton Historical Board

SUBJECT: Dundurn Castle Phase II Stables Conversion - Use of Trust Funds

RECOMMENDATION:

a) That the Director, Culture and Recreation Department, be authorized to utilize funds available in Trust Accounts Nos. CH 5X999 00402 (Museum Acquisition Trust, Hamilton Historical Board) in the amount of $32,484 and CH 5X999 00405 (Furnishing Restoration Trust, Hamilton Historical Board) in the amount of $12,334 to finance Tea Room furniture and accessories at Dundurn Castle; and,

b) That the Director, Culture and Recreation Department, be authorized to pay back the amount of $32,484 to Account No. CH 5X999 00402 (Museum Acquisition Trust, Hamilton Historical Board) from the revenues generated by the Tea Room/Banquet facility at Dundurn Castle in its first complete year of operation.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

C Touzel

The primary purpose of the Stables Conversion was to create an additional programming space and minor food service capability at the Castle. The original plans called for a "residential style" kitchen with occasional catering to be provided by an external party.

During negotiations for the Provincial share grant ($900,000), Provincial staff requested increased emphasis on "revenue generation and community support". Staff identified an upgraded food service capacity as one revenue opportunity, based on experiences at other cultural centres. An internal decision was made to pursue this course and the Province approved funding inclusive of the commercial kitchen. Regrettably, this specification was not clearly defined in the design plan. As a result, the external consultant and staff were forced to issue addenda during the tender phase in order to properly price this element. Attempts were made to find cost savings, but with limited results given the advanced state of the project design.

The City is now faced with a requirement to find sufficient funds to complete this work as

per its agreement with the Province. The recommendations provide a plan to address the deficiency without increasing the overall total project cost. No additional capital funding is required to complete the project.

Funds are available from the following accounts and represent savings from other elements of the overall project and funds available in trust accounts dedicated to Dundurn Castle.

Interest Account No. CF 4690 719141002	$ 26,439
Museum Acquisition Trust, H.H.B No. CH 5X999 00402	$ 32,484
Furnishing Restoration Trust, H.H.B. No. CH 5X999 00405	$ 12,334
Dundurn Castle restoration, Phase II No. CF 719441022	$ 17,973
Dundurn Castle Restoration Phase I No. CF 719141002	$ 9,352
Dundurn Castle, Cockpit Theatre No. CF 719141008	$ 40,256
Dundurn Castle Restoration Study No. CF 719355010	$ 5,089
Total	$ 143,927

The following summary provides an estimate of funds required to complete the work:

Kitchen Equipment and S.S. Fabrication	$ 70,000 est.
Kitchen Supplies (plates, cutlery, etc.)	$ 25,000 est.
Tea room/Banquet Facility Furniture	$ 30,000 est.
Consultant additional Fees	$ 13,000 est.
Contingency	$ 5,927 est.
Total	$ 143,927

In summary, the available surpluses are sufficient to meet requirements.

A report is being presented to the Parks and Recreation Committee to authorize staff to redirect funds from the above-noted capital accounts.

BACKGROUND:

The Dundurn Castle Restoration project was approved in 1994. The restoration work of the main Castle has been concluded. The work on restoring the Stable Building and converting it to a Conference Centre/Banquet facility and a Tea room is in progress. The anticipated partial opening of the programming space is mid-October and the Tea Room/Banquet facility is anticipated to be completed by the middle of 1996 November.

Initially, both the main Castle and the Stable Building were dealt with as one project. Due to the different nature of the scope of work required for the two buildings, the Consultant recommended phasing the project. The Castle portion is now complete and staff is in the process of releasing the final holdback to the contractor. Work on the Stables is presently

ongoing and it is planned to be totally completed and ready for occupancy by the middle of November.

The Hamilton Historical Board at its meeting held 1996 August 13 approved the above-noted recommendation.

cc Ross Fair, Director, Culture and Recreation Department
Marilynn Havelka, Culture and Recreation Department
Allan Ross, Treasurer

C. (iii)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 15

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: 2001 Canada Summer Games - Set Up as a 1997 Capital Project

RECOMMENDATION:

That the Finance and Administration Committee forward the following recommendation to the Committee of the Whole:

(a) That the City Treasurer be authorized to set up a 2001 Canada Summer Games Capital Project for the City of Hamilton in the gross amount of $4,500,000, less Federal Contribution of $1,500,000 and Provincial Contribution of $1,500,000, subject to the approval of the 2001 Canada Summer Games Bid;

(b) That the City's cost of $1,500,000 for the above project be advanced out of the 1997 Capital Budget and the financial parameters for the 1997 Capital Budget be adjusted to stay within the approved Capital financing parameters, and that the project be financed by the issuance of debentures in the amount of $1,500,000 for a term not to exceed 10 years;

(c) That the City Solicitor be authorized to prepare appropriate by-law for the above project for the issuance of debentures; and

(d) That the Regional Municipality of Hamilton-Wentworth be requested to consent to the issuance of debentures for a term not to exceed 10 years for the above project.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Additional City cost for this project is $1,500,000. A number of proposed projects within the Capital Budget and Forecast will be incorporated within this project. An overall reduction of $2,805,000 could be realized within the 1996-2005 Capital Budget, but would not be realized until the latter part of the 10 year Capital forecast noted below:

Year	Description	Cost Reduction/ (Increase)
2001	Replace Artificial Turf of Ivor Wynne Stadium	$2,000,000
2005	Turner Farm Project - Cost Reduction	905,000
	Macassa Park - Additional Cost	(100,000)
		$2,805,000

BACKGROUND:

The details of the project are outlined in the attached report of R.L. Fair, Director, Culture and Recreation Department dated 1996 August 15.

DISCUSSION:

An analysis of the of the 1997 Capital Budget Plan along with the financing requirements of the City's cost of the 2001 Canada Summer Games is outlined below:

Description		Net City Cost (000's)
Approved 1997 Capital Projects Forecast from the 1996-2005 Capital Budget Plan	$20,545	
Less: Receipts and Subsidy	1,043	$19,502
New Project being recommended: 2001 Canada Summer Games	4,500	
Less: Federal/Provincial Contribution	3,000	1,500
		$21,002
Financing Arrangement previously made under the 1996-2005 Capital Budget Plan:		
- Capital Levy	$ 2,025	
- Various Reserves and Reserve Funds	11,385	
- Debenture Authorization	6,092	$19,502
New Project (2001 Canada Summer Games)		
- Financing recommended as debenture authorization		1,500
		$21,002

The Management Team reviews the overall financing requirements for 1997 during the preparation and review process of the 1997-2006 Provisional Capital Budget Program. If this project is approved, it will be considered along with any excess proceeds from the closure of capital projects in setting the financial parameters for the 1997 Capital Budget Plan. It is recommended that this project be financed within the overall capital financing levels endorsed for the 1996-2005 Capital Budget Plan and that amounts available for other projects be reduced accordingly. The City's overall Capital Plan will require a financing adjustment in the early part of the 10 year plan to stay within the Capital financing goal as approved by the Committee of the Whole.

As outlined in the recently approved Reserve report, it is expected that there will be an internal financing arrangement replacing external debenture financing as of 1997, by utilizing the balance of the Reserves.

Due to the sizable amount required for this project, it is recommended that that Finance and Administration Committee forward this matter to the Committee of the Whole to consider this project and approve any adjustment to the Capital Budget Plan.

NRA/an

c.c. R.L. Fair, Director, Culture and Recreation Department
P. Noé Johnson, City Solicitor, Attention: L. Farr

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 16

REPORT TO: Mr. Kevin C. Christenson, Secretary
Parks and Recreation Committee

FROM: R.L. Fair, Director
Culture and Recreation Department

SUBJECT: 2001 CANADA SUMMER GAMES -
PERMISSION TO SUBMIT BID

RECOMMENDATION:

a) That Parks and Recreation Committee recommend to the Committee of the Whole the following recommendations relative to the 2001 Canada Summer Games:

   i) That the principles and terms of a partnership agreement involving the City of Hamilton, City of Brantford and McMaster University as presented as Schedule A, attached hereto be approved.

   ii) That the City Solicitor be instructed to draft the partnership agreement

   iii) That the Bid strategy and draft budgets be approved, in principle.

   iv) That the Interim Bid Committee be authorized to submit a joint Hamilton-Brantford Bid to host the 2001 Canada Summer Games, under the terms of the partnership agreement.

   v) That the Treasurer be authorized to establish a Capital Fund account in the amount of $1,500,000 to be used for approved capital and legacy related projects should the Bid be successful.

   vi) That Council, via a by-law, agree to underwrite its share of any operating deficit that may accrue from the hosting of the 2001 Canada Summer Games.

b) That the Finance and Administration Committee be requested to provide a method of financing.

c) That the Finance and Administration Committee be requested to grant permission to fly the Canada Games flag at City Hall for the duration of the Bid Process.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial:

The Canada Games Council requires commitment from proposed host municipalities of $2M. as a one third share, with additional one third from each of the senior levels of government for a base capital budget of $6M. The Host Society, through the Friends of the Games, conducts a fund-raising campaign to compliment the government funding. The capital budget covers upgrades and expansion of existing venues, construction of new Games related venues and legacy projects.

The Bid requirements, also, require the host community to guarantee to underwrite any potential operating deficit associated with the hosting of the Games.

The proposed partnership agreement between Hamilton and Brantford contemplates a 75-25% relationship for financial purposes. The capital requirement would see Hamilton contribute $1.5M. and Brantford $500,000. Each municipality would receive the matching funding under the Games formula producing a capital budget from government sources of $4.5M for Hamilton and $1.5M for Brantford.

Schedule B contains a preliminary listing of Games-related capital requirements. It should be noted the bulk of Brantford's share will be required to upgrade the Wayne Gretzky Aquatic Centre to meet the new, international standards required by the Canada Games Council.

In lieu of the partnership, the City of Hamilton would have the opportunity to rent the Brantford Aquatic Facility at a rate that would have to be negotiated. It is assumed that Brantford would seek partial, if not total funding support from Hamilton to finance the upgrades to Canada Games standards. City of Brantford officials have estimated that capital upgrades in the amount of $500-800,000 may be required.

The partnership, then, enables Hamilton to have access to a Games standard aquatic facility without having to make a capital investment. Needless to say, the Hamilton team gains additional resources, expertise and access to additional first class facilities.

Further cash savings from the partnership are significant. Use of Brantford's senior baseball diamonds and new softball complex will result in savings to the Canada Games budget through elimination of requirements to provide additional and temporary on-site amenities at Hamilton venues.

This recommendation has capital budget implications. Accordingly, the Management Team is of the view that this matter should be reviewed by Committee of the Whole. This meeting is to be called by the Mayor and would be held prior to Council on 1996 August 27.

The Bid process requires an economic impact study. Staff from the Region's Economic Development Department took the lead and contracted with The Conference Board of Canada through the Canadian Tourism Research Institute to undertake the study. Based on preliminary capital and operating budget data and anticipated attendance levels the Study has concluded that the total impact on the Gross Domestic (Regional) Product of the Games would be $18.70 million. Please find attached the Executive Summary as Schedule C. A copy of the full report is available from the Economic Development Department.

Legal:

The proposed partnership agreement provides for a majority-minority relationship between Hamilton and Brantford. Hamilton is acknowledged as the lead partner and the focal point for the Games. Brantford will play an important but minor role through participation on the Bid Committee, the Friends of the Games and the hosting of some events.

Committee should note that the role of McMaster University is also articulated in the draft agreement. McMaster will not be an equity partner, but will provide specific facilities and services at "discounted rates." The value of the these discounts will be acknowledged by the partners and preempt the need for the University to provide capital for upgrades to University based Games venues: the track and field facility; McMaster pool for practice and minor upgrades to its sports fields. All of these venues are currently used by the Hamilton community and will continue to be available post-Games.

BACKGROUND:

Council, at its meeting of 1996 July 9, passed the following recommendations:

(a) That the City of Hamilton reaffirm its intent to bid to host the Canada 2001 Summer Games; and,

(b) That the Canada Games Interim Bid Committee, with the Mayor and the Chairman of the Parks and Recreation Committee, be authorized to solicit corporate and community support for the Bid; and,

(c) That the Director of Culture and Recreation be authorized to pursue a partnership agreement with the City of Brantford in support of the Bid.

On 1996 August 2, the Province issued a press release naming nine sets of municipalities who have expressed formal intent to Bid. They are: Windsor, London, Kitchener-Waterloo in partnership, Niagara Region, in partnership with its component municipalities, Hamilton-Brantford in partnership, North York, North Bay-Sudbury in partnership, Peterborough, and Ottawa-Carleton Region in partnership with its component municipalities.

DISCUSSION:

Staff have had several meetings with officials from both the City of Brantford and McMaster University relative to the formalization of working agreements to guide the proposed partnership.

Under the terms of the proposed agreement, the City of Brantford would become a minority, equity partner while McMaster partnership would be based on the provision of services and facilities.

All officials believe this arrangement would be effective and adds strength to the Bid. This strength relates to the unmatched depth of sporting venues that can be provided. We believe that none of our competitors will be able to provide for the Canada Games as extensive and high quality an inventory of Games and practice venues.

The Games have, in the past, been awarded to single municipalities, however, the high number of potential bidders who have sought partners, is indicative of the current fiscal restraint in Ontario.

The interim Bid Committee has developed its Bid strategy. Schedule D provides a brief overview of Bid Book strategies and highlights including an overview of Games venues.

Schedule E provides additional financial details.

The interim Bid Committee continues to work towards the 1996 September 11 bid submission deadline. The staff technical group has about completed the technical elements required for the Bid. Community sport technical officials are in place under the leadership of Dr. Gene Sutton and Ms. Cecilia Carter-Smith. The Business Plan is in draft stage. Final recruitment of additional corporate and community leaders is underway and a campaign to solicit letters of support has been launched.

cc: A. C. Ross, Treasurer
P. Noé Johnson, Solicitor
Colin Millar, Chairman, Interim Bid Committee
Members of the Interim Bid Committee
Hans Loewig, Administrator, Brantford Parks and Recreation Department
Therese Quigley, Director of Athletics and Recreation, McMaster University

Schedule A

CANADA 2001 SUMMER GAMES

HAMILTON-BRANTFORD-MCMASTERUNIVERSITY PARTNERSHIP PROPOSAL

CONCEPT:

Fiscal constraint is compelling many municipalities considering submission of a Bid to host the 2001 Canada Summer Games to seek partners in order to ensure a viable bid.

Hamilton City Council has directed its staff to seek a partnership agreement with the City of Brantford. The Council is not seeking simply to use a facility not in its ownership, namely a Canada Games class aquatic facility, but is seeking a active minority interest party to share in preparing the Bid, winning the Bid, and hosting the Games.

Hamilton Council's interest in pursuing this partnership was triggered by a letter from Mayor Christopher Friel from Brantford, wherein this arrangement is proposed.

Staff from both cities are recommending a 75-25 partnership with Hamilton as the principal and majority partner. This would extend to the municipal capital and Games deficit components, wherein, the host municipalities must commit $2M in capital and guarantee to underwrite any operating deficit associated with the Games.

Both municipalities acknowledge McMaster University as a third Bid partner. The University would not be an equity partner per se but would contribute assets to the Games in the form of services, staff and facilities.

It is acknowledged that other agencies will play key non-partner roles in support of the Bid, namely through support and the provision of facilities. Mohawk College, the Hamilton-Wentworth Separate School Board, Royal Henley Corporation and the Dundas Valley Conservation Authority represent institutions in this category.

PARTNERSHIP PRINCIPLES:

The three parties agree to the following principles:

1. That the Bid is stronger with the partners acting together

2. That there are significant and measurable benefits to the three partners that will

accrue through the hosting of the Games

3. That the City of Hamilton will be the lead partner and that the focus of the Games will be in Hamilton.

4. That the City of Brantford will have the opportunity to participate in the Games in a real and active way.

5. That McMaster University will contribute significant services and facilities at reduced cost and that these contributions will be factored in as a financial contribution.

6. Officials from the three partners will be represented on the Bid Committee, Host Society and Friends of the Games.

7. That should the Bid be successful, the partners will empower the Host Society to manage and operate the Games at arms length from the partners.

SPECIFIC ROLES AND ASSIGNMENTS:

1. **City of Hamilton:**

a. The City will be the lead partner and focal point for the Games.
b. The bulk of the events will be held within the City.
c. The City will supply the majority of the financial and staffing support requirements

2. **City of Brantford:**

a The City will be a minority equity partner.
b. A minimum of four events, namely diving, swimming and portions of the baseball and softball, subject to approval from the Canada Games Council relative to competitive balance
c. The City will provide staffing and volunteer support to the Bid Committee and Host Society

3. **McMaster University:**

a. The University will be a non-equity partner
b. It will provide the Athletes Village and medical services facilities
c. It will provide specified games and practice venues
d. It will provide staffing resources to the Bid Committee and Host Society

FINANCIAL CONTRIBUTIONS:

1. The City of Hamilton will provide:

a. $1.5M. for the capital budget and receive $3.0M from senior levels as per formula

b. Guarantee to underwrite 75% of any operating deficit that might be incurred by the Host Society
c. games and practice venues to the Host Society at reasonable rates

2. The City of Brantford will provide:

a. $500,000 for capital budget and receive $1M. from the senior levels as per the formula
b. Guarantee to underwrite 25% of any operating deficit that might be incurred by the Host Society.
c. games and practice venues to the Host Society at reasonable rates

3. McMaster University will provide:

a. accommodation and meals for athletes and coaches/managers at discounted rates; discounting to be counted as financial contributions to capital improvements on campus directly related to Games venues
b. will not guarantee to underwrite portion of debt.
c. will provide other support services as required
d. all contributions provided on basis on zero net impact on operating budget.

Schedule B - 1

CANADA 2001 SUMMER GAMES
HAMILTON – BRANTFORD BID

SUMMARY OF GAMES VENUES

EVENT	SITE	ACTIVITY	CAPITAL UPGRADE	PROJECT COST	TOTAL COST
ATHLETICS	MCMASTER UNIVERSITY TRACK FACILITY	EVENTS, PRACTICE	NEW TRACK; UPGRADES	$80,000	
			BLEACHERS	$160,000	$240,000
BASEBALL	BERNIE ARBOUR STADIUM – HAMILTON	GAMES, FINAL	UPGRADES		
	COCKSHUTT PARK – BRANTFORD	GAMES			
	MOHAWK SPORTS PARK DIAMOND # 2	PRACTICES	BLEACHERS		
	MOHAWK SPORTS PARK DIAMOND #3	PRACTICE	LIGHTS	$75,000	$315,000
BASKETBALL	MCMASTER UNIVERSITY GYM	GAMES PRACTICE	MEETS GAMES STANDARD		
	CATHEDRAL HIGH SCHOOL GYM	GAMES	MEETS GAMES STANDARD		
	COPPS COLISEUM	SEMIS, FINAL	MEETS GAMES STANDARD		
	HUNTINGTON RECREATION CENTRE	LEGACY	GYM RENOVATION	$100,000	
	CENTRAL MEMORIAL RECREATION CENTRE	LEGACY	GYM RENOVATION	$250,000	$665,000
CANOEING (LONG COURSE)	HAMILTON BAY – PIER 4 PARK OR CHRISTIE CONSERVATION AREA	EVENT, PRACTICE	MEETS GAMES STANDARD	$40,000	$705,000
CANOEING (SPRINT)	CHRISTIE CONSERVATION AREA	EVENT, PRACTICE	MEETS GAMES STANDARD SOME UPGRADES	$90,000	$795,000
CYCLING	HAMILTON – BRANTFORD – HAMILTON ROUTE	EVENTS, PRACTICE	MEETS GAMES STANDARD		
MOUNTAIN BIKING	DUNDAS VALLEY CONSERVATION AREA	EVENTS, PRACTICE	MEETS REQUIREMENTS		
DIVING	WAYNE GRETZKY SPORTS CENTRE BRANTFORD	EVENTS, PRACTICE	RENO. ,TECH. UPGRADES		
	MCMASTER UNIVERSITY POOL	PRACTICE	RENOVATIONS		
FIELD HOCKEY	IVOR WYNNE STADIUM	GAMES, PRACTICE	NEW PLAYING SURFACE	$1,800,000	
	CHURCHILL PARK	PRACTICE	IMPROVE DRAINAGE	$40,000	
	MCMASTER UNIVERSITY SPORTS FIELDS	PRACTICE	MEETS GAMES STANDARD		$2,635,000
ROWING	ROYAL HENLEY COURSE ST. CATHARINES	EVENTS, PRACTICE	MEETS GAMES STANDARD		
RUGBY	MOHAWK SPORTS PARK PITCH # 1	GAMES	MEETS GAMES STANDARD		
	MOHAWK SPORTS PARK PITCH # 4	GAMES	MEETS GAMES STANDARD		
	MOHAWK SPORTS PARK PITCH # 2	PRACTICE	MEETS GAMES STANDARD		
	MOHAWK SPORTS PARK PITCH # 6	PRACTICE	MEETS GAMES STANDARD		
SAILING	LAKE ONTARIO	EVENTS	MEETS GAMES STANDARD		
	HAMILTON BAY	PRACTICE	MEETS GAMES STANDARD		
	ROYAL HAMILTON YACHT CLUB	HEADQUARTERS	MEETS GAMES STANDARD		

B-2

CANADA 2001 SUMMER GAMES
HAMILTON–BRANTFORD BID
SUMMARY OF GAMES VENUES

EVENT	SITE	ACTIVITY	CAPITAL UPGRADE	CAPITAL COST	TOTAL COST
SOCCER	MCMASTER UNIVERSITY STADIUM/FIELDS	GAMES/PRACTICES	MEETS GAMES STANDARD		
	BRIAN TIMMIS STADIUM	GAMES	MEETS GAMES STANDARD		
	SACKVILLE HILL PARK	GAMES OR PRACTICE	MEETS GAMES STANDARD		
	MOHAWK SPORTS PARK PITCH #1	GAMES OR PRACTICE	MEETS GAMES STANDARD		
	MACASSA PARK	PRACTICE	UPGRADES TO PITCHES	$100,000	$2,735,000
SOFTBALL	TURNER FARM PARK DIAMONDS 1 TO 6	GAMES, PRACTICES	FIELDS, LIGHTS, FIELDHOUSE	$905,000	$3,640,000
	MCMASTER UNIVERSITY SPORTSFIELDS	PRACTICE	MEETS GAMES STANDARD		
SWIMMING	WAYNE GRETZKY SPORTS CENTRE	EVENTS, PRACTICE			
	BRANTFORD		UPGRADES REQUIRED	$500,000	$4,140,000
	MCMASTER UNIVERSITY POOL	PRACTICE	RENOVATIONS	$200,000	$4,340,000
TENNIS	ROSEDALE TENNIS CLUB – 12 COURTS	GAMES, PRACTICE	NEW COURTS, CLUBHOUSE	$800,000	$5,140,000
	MCMASTER UNIVERSITY TENNIS COURTS	PRACTICE	MEETS GAMES STANDARD		
VOLLEYBALL	MOHAWK COLLEGE	GAMES, PRACTICE	MEETS GAMES STANDARD		
	ST. THOMAS MORE CATHOLIC HIGH SCHOOL	GAMES, PRACTICE	MEETS GAMES STANDARD		
	MCMASTER UNIVERSITY	PRACTICE	MEETS GAMES STANDARD		
	COPPS COLLISEUM	SEMIS, FINAL	MEETS GAMES STANDARD		
VOLLEYBALL (BEACH)	MOHAWK COLLEGE	GAMES, PRACTICE	MEETS GAMES STANDARD		
WRESTLING	HAMILTON CONVENTION CENTRE	EVENTS, PRACTICE	MEETS GAMES STANDARD		
	MCMASTER UNIVERSITY	PRACTICE	MATS	$50,000	$5,190,000
CEREMONIES:					
OPENING	IVOR WYNNE STADIUM				
CLOSING	COPPS COLISEUM				
AWARDS–HAMILTON	CITY HALL FORECOURT			$250,000	$5,440,000
LEGACIES	CITY OF BRANTFORD LEGACY PROJECTS			$1,000,000	$6,440,000
	CITY OF HAMILTON LEGACY PROJECTS			$4,110,000	
TOTAL CAPITAL BUDGET					$10,550,000

Schedule E

2001 CANADA SUMMER GAMES
ECONOMIC IMPACT ASSESSMENT

EXECUTIVE SUMMARY

The Conference Board of Canada through the CDN Tourism Research Institute (CTRI) has undertaken an economic impact assessment of the Canada Games for the City of Hamilton in the summer of 2001. The study focuses on the impacts resulting from capital expenditures on facilities, games operations expenditures, as well as projected expenditures of visitors to the games.

It should be noted that this impact study cannot and does not include all possible benefits that may result to the City of Hamilton and Province of Ontario. Additional factors, not quantified by the CTRI analysis include:

i) Legacy of facilities erected or upgraded for the games
ii) Long-term tourism impacts due to national exposure of Hamilton and Ontario to Games' visitors and television broadcasts;
iii) Expenditures of Games' visitors above and beyond those factored into the study (i.e., ordinary Ontarians or Canadians who may attend the Games despite not having a direct personal relationship to the Games).

It should also be noted that capital and operations expenditures for the 2001 Canada Summer Games are to take place over a number of years. The impacts presented are the totals as estimated by all direct expenditures. No references are provided as to when a particular impact may be realized in the economy. However, impact estimates presented are in 1996 dollars.

CTRI economic impact estimates for Ontario were derived from the Conference Board Of Canada Economic Impact Assessment Model which produces estimates of the economic impacts (direct and spin-offs) of an activity on the Ontario economy, specifically Gross Expenditures, Gross-Domestic Product (GDP), Labour Income and Employment.

Tax Revenue impacts include Federal and Provincial Income Taxes, Other Direct Taxes and Indirect Taxes collected in Ontario, as well as Local Ontario Taxes.

The economic and tax revenue impacts for the "Rest of Canada" were estimated using the value of direct and indirect expenditures in other provinces. This allows for the estimation of the total economic impact that games' and visitors' expenditures may have on the Canadian economy in total.

The economic and tax revenue impacts presented are to be used as general estimates only, not absolute values. Impacts are based on the data provided and a number of necessary assumptions, modification of which could significantly alter the results.

1. SUMMARY OF EXPENDITURES (ALL FIGURES IN $1996)

• The capital costs involved in upgrading or constructing new facilities to meet the standards of the games is projected to be $10.55 million.

• The operational costs of hosting the 2001 Canada Games in Greater Hamilton is projected to be $7.24 million.

• It is anticipated that athletes, officials, media, officials and the VIP's will spend $1.84 million in the Greater Hamilton area, over and above the expenses incurred by the hosting the games. These expenditures cover restaurants, souvenirs, transportation, recreation and other spending outside the 2001 games facilities. While no projection has been made to estimate the number of spectators, it is reasonable to assume that their spending within Greater Hamilton will be significant.

2. SUMMARY OF IMPACTS (ALL FIGURES IN $1996)

Construction Impacts

- The capital costs involved in hosting of the 2001 Canada games are projected to be $10.55 million.

- These capital expenditures will generate a total of $23.64 million of economic activity in Ontario, $16.35 million in the Greater Hamilton area.

- In total, an estimated 275 full-year jobs will be supported within Ontario through the capital expenditures involved in hosting the 2001 Canada games. 215 of these full-year jobs will be within Greater Hamilton.

- Out of the capital expenditures, roughly $7.81 million will eventually be translated back into wages and salaries for citizens of Ontario. $5.95 million allocated within Greater Hamilton.

- The total level of taxes supported from the operational expenditures is projected to be $3.47 million. $1.80 million allocated to the federal government, $1.13 million to the provincial government and $0.54 million to municipal governments. For the Greater Hamilton region, the municipal tax collections are projected to be $0.43 million.

- The total contribution of the capital expenditures impact toward the Gross Domestic (Provincial) Product of Ontario is $11.45 million. Within Greater Hamilton alone these capital impacts are projected to support $8.62 million of Gross Domestic (Regional) Product.

Operational Impacts

- The hosting of the 2001 Canada games will generate $7.24 million of operational expenditures.

- These expenditures will generate a total of $16.74 million of economic activity in Ontario, $12.67 million in Greater Hamilton.

- In total, an estimated 273 full-year jobs will be supported within Ontario through the operational expenditures of hosting the 2001 Canada games. 239 of which will be within Greater Hamilton.

- Out of the total expenditures, roughly $7.14 million will eventually be translated back into wages and salaries for citizens of Ontario. $6.16 million allocated within Greater Hamilton.

- The total level of taxes supported from the operational expenditures is projected to be $2.65 million. $1.28 million allocated to the federal government, $0.78 million to the provincial government and $0.59 million to municipal governments. For Greater Hamilton the municipal tax collections are projected to be $0.54 million.

- The total contribution of the operational expenditures impact toward the Gross Domestic (Provincial) Product of Ontario is $10.08 million. Within Greater Hamilton these operational impacts are projected to support $8.55 million of Gross Domestic (Regional) Product.

Athletes, Officials, Media, Officials and VIP's "Off-site" Spending Impacts

- Athletes, officials, media, officials and VIP's are projected to spend an additional $1.84 million in Greater Hamilton over and above the cost of tickets or any other purchases at the games. These expenditures could include such things as restaurants, groceries, retail, transportation, entertainment, etc.

- These "off-site" expenditures will support a total of $4.32 million of economic activity in Ontario, $2.78 million in Greater Hamilton.

- An estimated 62 full-year jobs will be supported within Ontario through these "off-site" visitor expenditures, 49 of which would be within Greater Hamilton.

- Of these expenditures, roughly $1.32 million will eventually be converted into wages and salaries for citizens of Ontario. $0.94 million for citizens of Greater Hamilton.

- The total level of taxes supported from the "off-site" visitor expenditures is projected to be $0.74 million. $0.36 million allocated to the federal government, $0.26 million to the provincial government and $0.12 million to municipal governments. For Greater Hamilton the municipal tax collections are projected to be $0.10 million.

- The total contribution of the "off-site" expenditures impact toward the Gross Domestic (Provincial) Product of Ontario is $2.12 million. Within Greater Hamilton these "off-site" spending impacts are projected to support $1.53 million of Gross Domestic (Regional) Product.

Total Impact (sum of capital, operating and "off-site" spending impacts)

- The total level of expenditures attributable to the 2001 Canada games in Greater Hamilton (excluding "off-site" spectator spending) is projected to be $19.62 million.

- These expenditures will support a total of $44.70 million of economic activity in Ontario, $31.80 million in Greater Hamilton.

- An estimated 611 full-year jobs will be supported within Ontario through these expenditures, 502 of which would be within Greater Hamilton.

- Of these expenditures, roughly $16.27 million will eventually be converted into wages and salaries for citizens of Ontario. $13.06 million for citizens of Greater Hamilton.

- The total level of taxes supported from these expenditures is projected to be $6.86 million. $3.43 million allocated to the federal government, $2.17 million to the provincial government and $1.26 million to municipal governments. For Greater Hamilton the municipal tax collections are projected to be $1.07 million.

- The total contribution of these expenditures towards the Gross Domestic (Provincial) Product of Ontario is projected to be $23.66 million. Within Greater Hamilton these impacts are projected to support $18.70 million of Gross Domestic (Regional) Product.

CANADA 2001 SUMMER GAMES
DRAFT PRO FORMA OPERATING BUDGET

Schedule 6

REVENUES:	
FEDERAL GOVERNMENT CONTRIBUTION	$3,580,928
PROVINCIAL GOVERNMENT CONTRIBUTION	$1,101,824
SOCIETY SELF–GENERATED	$3,800,000
TOTAL REVENUE	***$8,482,752***
EXPENSES:	
SPORT	$1,275,000
ATHLETES VILLAGE	$2,000,000
SERVICES	$875,000
MEDICAL	$170,000
LANGUAGE SERVICES	$125,000
CEREMONIES	$550,000
PROTOCOL	$80,000
PUBLIC/MEDIA RELATIONS	$475,000
HUMAN RESOURCES	$1,200,000
FRIENDS OF THE GAMES	$350,000
ADMINISTRATION	$835,000
COMPLEMENTARY PROGRAM/FESTIVALS	$25,000
TOTAL EXPENSES	***$7,960,000***
NET SURPLUS FOR LEGACY PROJECTS:	$522,752

C. (iv)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 14

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Supply and Delivery of Workers' Uniform Clothing

RECOMMENDATION:

That a purchase order be issued to J.P. Hammill & Son Limited, Guelph, for the supply and delivery of Workers' Uniform Clothing as and when required during 1996/97 to Purchasing Stores, being the lowest acceptable of three tenders received, in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through Stores Inventory Account No. CH56103 28999, as follows:

Grey Trousers	$13.75 Pr.
Short Sleeve Grey Shirts	13.60 Each
Long Sleeve Grey Shirts	15.45 "
Grey Uniform Jackets	29.95 "
Grey Crested Coveralls	29.95 "
Grey Overalls	28.95 "
Parkas	39.95 "
Bomber Jackets	39.90 "
Golf Shirts	13.95 "
Cadet Vests	25.95 "
T-Shirts	8.50 "

All taxes extra

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A.

BACKGROUND:

This tender was advertised and sixteen suppliers invited to bid. Three acceptable tenders were received and analysis was based on estimated quantities.

	Total Cost including taxes
Anna's Career Apparel	$132,824.66 (incomplete)
J.P. Hammill & Son Limited	133,731.33
Anchor Textiles	141,104.61 (incomplete)

D.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 July 31

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: John Johnston
Commissioner of Human Resources

SUBJECT: Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton (C-021-096)

RECOMMENDATION:

That the attached listing of Appointments to and Terminations from Permanent positions with the Corporation to 1996 August 2 be approved.

JJ/mb

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

Attached.

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	STATUS	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	EFFECTIVE DATE
Mr. David Clark	I	Platoon Chief (C12)	Fire	Replacing Mr. G. Peace – resigned, May 13/96	$72,764.50	June 23/96
Mr. Jim Flaherty	I	Lead Hand/Truck Driver (D17)	Public Works	Replacing Mr. R. Morris – promoted, May 06/96	$37,146.72	June 03/96
Ms. Karen Knox	I	Traffic Administrative Clerk (10E)	Traffic	Replacing Ms. C. Alletto – terminated, June 06/96	$28,868.84 to $31,684.12	July 15/96
Mr. Frank Lalli	I	Traffic Signal Specialist (18B)	Traffic	Replacing Mr. J. Moyer – retired, December 30/94	$36,699.21 to $42,554.79	June 24/96
Mr. Michael McGaw	I	District Chief (C11)	Fire	Replacing Mr. D. Clark – promoted, June 23/96	$66,992.60	June 23/96

Prepared August 2, 1996

Status –

Internal – I
External – E

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	STATUS	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	EFFECTIVE DATE
Mr. Dennis Phillips	I	District Chief (C11)	Fire	Replacing Mr. G. Desjarlais – promoted December 13/95	$66,992.60	June 23/96
Mr. Terry Rinaldo	I	Tractor Operator (D12)	Public Works	Replacing Mr. J. Flaherty – promoted, June 03/96	$35,322.56	July 01/96
Mr. Robert Woodfine	I	Traffic Signal Specialist (18B)	Traffic	Replacing Mr. J. Kupina – retired, December 20/94	$36,699.20 to $42,554.79	June 24/96

Prepared August 2, 1996

Status –

Internal – I
External – E

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Ms. Mary Howarth	Secretary	H.E.C.F.I.	Deceased	16 years, 4 months	June 18/96
Mr. Andy Sloggett	Gardener II	Public Works	Terminated	18 years, 11 months	June 24/96
Mr. David Smith	General Foreman/Woman	Culture & Recreation	Resigned	1 year, 1 month	June 14/96

Prepared August 2, 1996

Glossary of Terms

Terminated – long term disability
– discharge

Resigned – personal betterment
– personal reasons

E.(i)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 July 29

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J.G. Pavelka, P.Eng.
Chief Administrative Officer

D. W. Vyce
Director of Property

SUBJECT: Copps Coliseum - Chiller Overhaul & CFC Conversion

RECOMMENDATION:

(a) That authorization be given to issue a Purchase Order in the amount of $247,166.79 inclusive of G.S.T ($16,169.79) to commission York International Limited of Mississauga, Ontario to supply and install all necessary labour and materials to complete a major overhaul and refrigerant conversion on the 4 - 400 ton centrifugal chillers at Copps Coliseum as per the specifications issued by the Purchasing Division Ref:C14-11-96, this being the Original Equipment Manufacturer and only quotation received; and,

(b) That this expenditure be financed from the approved Capital Budget accounts CF 319651025 Copps - Overhaul Refrigeration/A.C. Equipment and CF 319641027 Convert Air Conditioning Equipment; and,

(c) That the Mayor and City Clerk be authorized and directed to execute an agreement in a form satisfactory to the City Solicitor.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

This expenditure is in the approved 1996 Capital Budget work plan and is within the estimated expenditure and budget (CF319641027 - $158,000, CF319651025 - $228,000).

BACKGROUND:

In 1987, Canada joined 23 other industrial nations of the world in signing the Montreal Protocol. This Agreement mapped out a plan to phase out the production and eventual use of ozone depleting chlorofluorocarbon (CFC) refrigerants. The target date to cease production of CFC refrigerants in Canada was January 1, 1996.

The City of Hamilton depends on CFC R-11 to provide air conditioning in the downtown buildings serviced by the Building Operations & Maintenance Division, Central Utilities Plant Section. Furthermore, CFC R-11 is employed at Copps Coliseum in the six centrifugal chillers to provide environmental cooling and in the ice making operations.

Since the signing of this global initiative, Property Department staff have worked with the major equipment manufacturers to develop and implement a long term strategy whereby the use of CFC refrigerants has been managed very carefully thereby minimizing any losses to the atmosphere. This interim period has allowed for the planned capital budgeting of the major equipment conversions that will facilitate the eventual total phase out of CFC refrigerants. The approved 1996 Capital Budget includes the first of three phases which will provide the funding required to convert, replace or secure containment strategy for existing refrigerant equipment.

DISCUSSION:

On completion of this first phase, four of the six centrifugal chillers at Copps Coliseum will be prepared to operate with an environmentally acceptable refrigerant charge. At this time they will continue to operate utilizing R-11. The remaining two ice plant machines will be prepared to accept the new refrigerant during a future phase depending on the City's stock of R-11 and financial resources. In the interim, strict containment procedures will continue to be enforced in managing all CFC R-11 refrigerant charges to ensure absolute compliance with the mandate of the Montreal Protocol.

In addition to the refrigerant conversions, manufacturers of the refrigeration equipment recommend a major overhaul every 7 to 10 years depending on the operating environment and the results of on-going non-destructive testing ie; oil analysis. The six centrifugal chillers at Copps Coliseum are 12 years old and have been scheduled for major overhaul in 1996. The refrigerant conversions and major overhauls have been scheduled at the same time to avoid additional costs of approximately $30,000 per machine.

Once the approvals have been received and the appropriate contract executed, work will proceed without disruption to Copps Coliseum operations. The plan of action is to avoid having more than one centrifugal chiller out of operation at any given time. The three remaining operational machines have sufficient capacity to ensure that air conditioning and ice making operations are not affected. It is anticipated that work will commence in early September and be completed by early November, 1996.

JGP/DWV/rd

cc. A. Ross, City Treasurer
Attention: John Krochak, Senior Buyer, Purchasing Division
P. Noé Johnson, City Solicitor
Attention: Phil Hooker, Senior Solicitor
B.N. Calder, P.Eng., Director of Operations\Events Delivery, H.E.C.F.I.
T.J. Fehr, Acting Chief Engineer, Building Operations & Maintenance Div.
R. Desnoyers, Assistant Manager, Building Operations & Maintenance Division

E. (ii)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 8

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka, P. Eng.
Chief Administrative Officer

D. W. Vyce
Director of Property

SUBJECT: Replace Skylight - Hamilton Farmers' Market

RECOMMENDATION:

(a) That approval be given to issue a purchase order in the amount of $61,097.00 inclusive of G.S.T. ($3,997.00) to commission Barton Glass Inc. of Hamilton, to replace the skylight at the Hamilton Farmers' Market., being the lowest price of two quotations received in accordance with the specifications (Ref: C14-10-96) issued by the Purchasing Division; and,

(b) That this expenditure be financed through account CF 319641023 Major Maintenance to Civic Buildings

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

This expenditure is in the current year work plan and is within the estimated expenditure and budget of $70,000.00.

BACKGROUND:

In response to the specifications issued by the Purchasing Division Ref: C14-10-96, two quotations were received:

Barton Glass Inc, Hamilton	$61,097.00
City Window & Glass, Hamilton	$62,060.00

The Property Department identified that the original skylight has surpassed its life expectancy. The skylight has a poor drainage system and frequently leaks. The glazing qualities are unsatisfactory and provide very little thermal reflectance.

The proposed system has superior solar reflective properties as well as aesthetic qualities.

J.P./D.W.V./nr

cc: A. Ross, City Treasurer, Treasury Department
Attention: J. Krochak, Senior Buyer
S. Hollowell, Manager of Administrative Services, City Clerk's
Attention: S. Miller, Market Manager
R. Desnoyers, Assistant Manager, Building Operations & Maintenance

E. (iii)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 August 13

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka, P. Eng.
Chief Administrative Officer

D. W. Vyce
Director of Property

SUBJECT: Realty Sale Procedural By-Law 95-049
Declaration of Surplus Property

RECOMMENDATION:

That 179 Stirton Street be declared surplus to the requirements of the City in accordance with Realty Sales Procedural By-law 95-049, for the purpose of selling the property.

J. G. Pavelka

D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

By-Law 95-049 requires all City lands not exempted by Ontario Regulation 815/94 be declared surplus prior to sale.

BACKGROUND:

Effective 1995 January 1, the Municipal Act was amended by the Planning and Municipal Statute Law Amendment Act requiring municipalities to enact a by-law to establish procedures for the sale of real property owned by a municipality.

On 1995 February 14 City Council adopted Item 8 of the 5th Report of the Finance and Administration Committee and enacted the Real Property Sales Procedural By-Law 95-049, Section 5(a) of this By-Law declares that "Real Property of the City shall not be sold unless it is surplus to the requirements of the City".

The subject property is a 1¾ storey single family dwelling situated on a 23' x 73' lot, in a "D" zone, a block south of Barton Street.

The property vested in the City (following the Tax arrears process) as a result of a Notice of Forfeiture registered on June 19, 1996. Since then the property has been cleaned and secured, however, the dwelling has deteriorated substantially due to neglect for many years.

Notice of the property being surplus was circulated to all City and Region Departments and associated boards and agencies in June/July 1996. There were no objections or any interest expressed by the departments, boards or agencies.

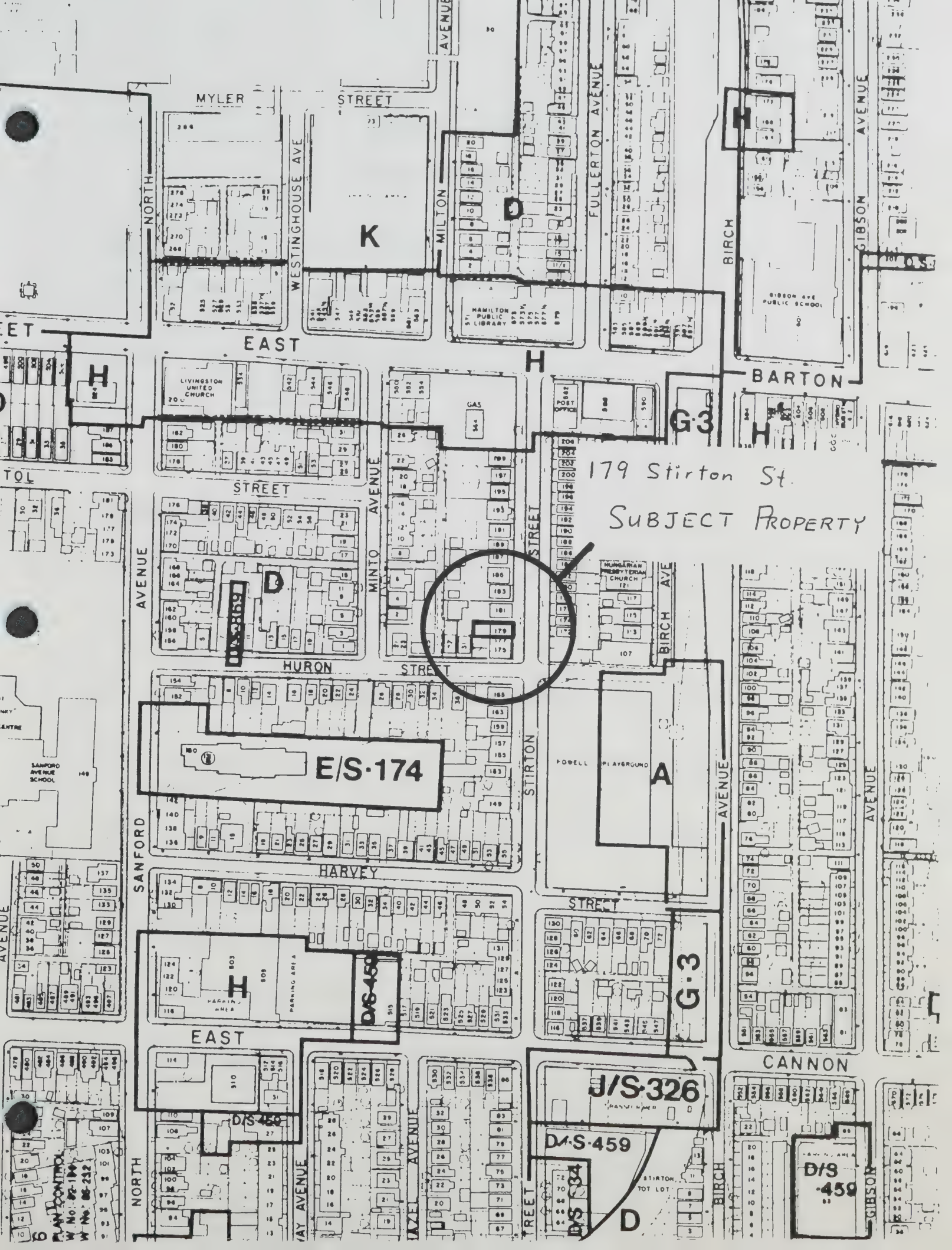
KDA/hew

c.c. P. Noé Johnson, City Solicitor, Law Department

D. Lobo, Commissioner, Department of Public Works & Traffic

J. J. Schatz, City Clerk, City Clerk's Department

L. King, Building Commissioner, Building Department


179 Stirton St.
SUBJECT PROPERTY
MYLER
STREET
WESTINGHOUSE AVE
NORTH
MILTON
FULLERTON AVENUE
BIRCH
GIBSON AVENUE
EAST
BARTON
LIVINGSTON UNITED CHURCH
GAS
MINTO AVENUE
STREET
HURON
STREET
E/S-174
STIRTON
STREET
HUNGARIAN PRESBYTERIAN CHURCH
BIRCH AVE
POWELL PLAYGROUND
A
AVENUE
SANFORD
HARVEY
STREET
G-3
EAST
D/S-459
CANNON
J/S-326
D/S-459
D/S-459
STIRTON TOT LOT
D
BIRCH
GIBSON
NORTH
AVENUE
SANFORD AVENUE SCHOOL

F.

CITY OF HAMILTON

-RECOMMENDATION-

DATE: 1996 August 14th

REPORT TO: Alderman B. Charters, Chairman & Members,
Finance and Administration Committee

FROM: Susan K. Reeder, Secretary,
Finance and Administration Committee

SUBJECT: **Information Items**

RECOMMENDATION:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

(a) Information Report - Treasurer - H.M.R.F. Custodial Services Agreement - report dated 1996 July 12th

(b) Information Report - Treasurer - Actual Value Assessment - report dated 1996 July 9th

(c) Information Report - Treasurer - Status of Unclassified Revenue and Expenditures as at 1996 May 31st - report dated 1996 June 17th

(d) Information Report - Commissioner of Public Works and Traffic - Street Vendor at #9 King Street East - report dated 1996 July 4th

(e) Information correspondence - Director of Property - Real Estate Division of the Property Department - Services to the Region for the second Quarter of 1996 - letter dated 1996 July 18th

(f) Correspondence - FCM - Saguenay and Lac St.Jean Floods - memo dated 1996 July 24th

(g) Correspondence - Regional Clerk - Amendment to Regional Development Charges By-law - correspondence dated 1996 July 24th

(h) Information Report - Treasurer - Status of Unclassified Revenue and Expenditures as at 1996 June 30th - report dated 1996 July 16th

(i) Information Report - Treasurer - Status of Hosting, Receptions and Related Accounts at 1996 May 31st - report dated 1996 July 16th

(j) Information Report - City Solicitor - The Canada Marine Act Bill C-44 - Information Session - report dated 1996 July 25th

(k) Information Report - Chief Administrative Officer - 1996 Canadian Public Works Association (C.P.W.A.) Conference and Exposition - report dated 1996 July 29th

(l) Correspondence - Paul Szabo, C.A., M.P., Mississauga South - "Drink Smart Canada" National Public Education Campaign - letter dated 1996 July 31st.

(m) Correspondence - Regional Clerk's Office - Financial Shared Services Study - City of Hamilton and Regional Municipality of Hamilton-Wentworth - letter dated 1996 July 18th

(n) Information Report - Chief Administrative Officer and Director of Property - City of Hamilton - Central Utilities Plant - Cogeneration Project - report dated 1996 August 8th

Susan K. Reader

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure followed for these matters is recorded.

URBAN\MUNICIPAL
CA4 ON HBL A05
C51F31
1996

Urban/Municipal Librarian
Hamilton Public Library
2nd Floor

NOTICE OF MEETING

URBAN MUNICIPAL

SEP 17 1996

GOVERNMENT DOCUMENTS

FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, 1996 September 17
1:30 o'clock p.m.
Room 233, City Hall

Susan K. Reeder

Susan K. Reeder, Secretary
Finance and Administration Committee

AGENDA

A. **2:15 O'CLOCK P.M. - DELEGATION**

William J. Tidball, Lou Franco, Janice Smith - Canadian Football Hall of Fame and Museum -lease with the Hamilton Municipal Employees Credit Union and The Press Club of 50 Jackson Street West

(a) Background - Lease Renewals - Tabled - 50 Jackson Street West - Hamilton Municipal Employees Credit Union/Hamilton Press Club

1. **IN CAMERA AGENDA**

2. **CONSENT AGENDA**

3. **CHIEF ADMINISTRATIVE OFFICER**

Gore Park Fountain - Funding (report to follow)

4. **TREASURER**

(a) Revisions to City of Hamilton Realty and Business Tax Collection Procedures

(b) Hamilton Downtown Convert/Renovate-to-Rent Loan Program - Funding

(c) MNC Life Care Group Inc. - Discharge of Tax Arrears Certificate and Extension Agreement

(d) Corporate Overview Quarterly Report

(e) Hamilton Harbour Commissioners - Outstanding Tax Arrears (report to follow)

5. **CITY CLERK**

   (a) Policy - Use of City Hall Facilities

   (b) Purchase of an advertisement - Fall/Winter Newsletter - Ontario Workers Arts and Heritage Centre

6. **CHIEF ADMINISTRATIVE OFFICER AND DIRECTOR OF PROPERTY**

   (a) Offer to Purchase - Sale of City Property - 179 Stirton Street to Michael Miller

   (b) Offer to Purchase - 940 Queensdale Avenue East - Tomislav Sajic

7. **CORRESPONDENCE**

   David Christopherson, M.P.P. - request for City Council's endorsement of public coroner's inquest

8. **OTHER BUSINESS**

9. **ADJOURNMENT**

AUG 28 1996

CANADIAN FOOTBALL HALL OF FAME
58 JACKSON STREET WEST, HAMILTON, ONTARIO L8P 1L4

A.

August 26, 1996

Alderman Bob Charters
City Hall
71 Main Street West
HAMILTON, Ontario
L8N 3T4

Dear Alderman Charters:

RE: CANADIAN FOOTBALL HALL OF FAME & MUSEUM
LEASE WITH CREDIT UNION AND THE PRESS CLUB: 50 JACKSON STREET WEST

Further to my past correspondence to you, would you please advise if it would be appropriate to discuss this matter further. I am prepared to meet with you personally or make a presentation before the Finance and Administration Committee so that the position of the Canadian Football Hall of Fame and Museum could be explained.

I look forward to hearing from you at your earliest convenience.

Yours sincerely,

WILLIAM J. TIDBALL

WJT:sl

A. (a.)

OFFICE OF THE CITY CLERK

MEMORANDUM

****

TO: Mr. D. W. Vyce
Director of Property
Property Department

YOUR FILE:

FROM: Susan K. Reeder, Secretary
Finance and Administration Committee

OUR FILE:
PHONE: 546-2753

SUBJECT: Lease Renewals - 50 Jackson Street West - Hamilton Municipal Employees Credit Union/Hamilton Press Club

DATE: 1996 May 14

This will confirm that the Finance and Administration Committee, at its meeting held Tuesday, 1996 May 7th were in receipt of your reports dated 1996 April 22nd and 1996 April 24th respectively regarding Lease renewals for the Hamilton Municipal Employee Credit Union and the Hamilton Press Club.

The Committee was also advised that the Canadian Football Hall of Fame and Management Committee have requested an opportunity to review the lease agreements.

As a result of this request, the Committee approved the following:

> That the reports from the C.A.O. and the Director of Property dated 1996 April 22nd and 1996 April 24th respectively, on Lease renewals for 50 Jackson Street West to the Hamilton Municipal Employees Credit Union and the Hamilton Press Club be tabled in order to allow the Canadian Football Hall of Fame and Management Committee an opportunity to review the lease agreements.

Trusting that this confirmation is of assistance.

cc J. Pavelka, Chief Administrative Officer
T. Agnello, Secretary, Canadian Football Hall of Fame and Management Committee
A. Ross, Treasurer
P. Noe Johnson, City Solicitor
J. Smith, Managing Director, Canadian Football Hall of Fame and Museum

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 May 14

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

MAY 14 1996

FROM: Tina Agnello, Secretary
Canadian Football Hall of Fame and Management Committee

SUBJECT: Lease Renewals - 50 Jackson Street West
a) Hamilton Municipal Employees Credit Union
b) Hamilton Press Club

RECOMMENDATION:

That the reports before the committee from the CAO and the Director of Property dated 1996 April 24 and 22 respectively, regarding the Hamilton Municipal Employees Credit Union and the Press Club leases for property at 50 Jackson Street West Be tabled in order to allow the Canadian Football Hall of Fame and Management Committee an opportunity to review the lease agreements.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Should the recommendations of the CAO and Director of Property be approved the Hall of Fame and Museum will experience an annual shortfall of $55,395 (-$53,750 for the Credit Union and -$1,645 for the Press Club).

BACKGROUND:

The Canadian Football Hall of Fame and Management Committee at its meeting of 1996 May 6 were in receipt of the two reports from the CAO and Director of Property regarding the renegotiation of leases for the Credit Union and Press Club at 50 Jackson Street West. At that time there were various unanswered questions regarding the leases which they did not yet have an opportunity to approve but would like to do so. Consequently, the Committee requested that the Finance and Administration Committee consider tabling the matter until the concerns of the Hall of Fame and Museum Management Committee are addressed.

cc. J. Pavelka, CAO
D. Vyce, Director of Property
P. Noe Johnson, City Solicitor
A. Ross, Treasurer
J. Smith, Managing Director, Canadian Football Hall of Fame and Museum

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 April 24

APR 2 6 1996

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka, P. Eng.
Chief Administrative Officer

D. W. Vyce
Director of Property

SUBJECT: Lease Renewal
Hamilton Municipal Employee Credit Union
50 Jackson Street West

RECOMMENDATION:

(a) That the Corporation of the City of Hamilton renew the lease at 50 Jackson Street West with the Hamilton Municipal Employees' Credit Union Limited for a period of ten (10) years commencing 1996 November 2 and terminating on 2006 November 1; and,

(b) That the lease for the above space shall contain the following amending terms and conditions:

(i) Premises:

(aa) The leased premises shall be reduced from 5,000 square feet to 2,500 square feet, upon approval of the lease amending and renewal agreement, through the construction of a demising wall to be constructed by the Lessee to the satisfaction of the Director of Property; and,

(bb) The leased premises shall have access to the existing washroom facilities for use by the tenant's employees; and,

(cc) The portion of the existing leased premises no longer forming part of the new leased premises shall revert to the possession of the City upon the completion of said demising wall; and,

(dd) The Tenant shall continue to pay rent at the current rate and amount notwithstanding the reduction of the leased premises space until 1996 November 1; and,

App'd by Committee.....

App'd by Council .....

(ii) Term: Ten years Commencing 1996 November 2 terminating 2006 November 1; and,

(iii) Rent: $10.50 per square foot (gross) effective 1996 November 2 to 2001 November 1 for an area of 2,500 square feet; and,

For the second five-year term, the rental rate will be based on Market Rate established six months prior to the end of the first five-year term; and,

(iv) Additional Terms: The Lessee will pay for its share of the increase in operating costs over the 1996 Base Year; and,

(c) That the Mayor and City Clerk be authorized to execute a lease renewal and amending agreement in a form satisfactory to the City Solicitor.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The space currently leased by the Credit Union of 5,000 square feet at a rate of $16 per square foot results in a gross rental of $80,000 per annum.

The reduced space now being requested for lease by the Credit Union for its purposes of 2,500 square feet at a rate of $10.50 per square foot results in a gross annual rental of $26,250.

Accordingly, the amount of funds transferred to the Canadian Football Hall of Fame who are the benefactors of this lease agreement will be dramatically reduced to the latter sum of $26,250 less realty taxes of $10,575.

BACKGROUND:

In adopting Item 26 of the Finance and Administration Committee, City Council on 1991 October 29 approved a five year lease renewal with the Credit Union for 5,000 square feet of space at a graduated rental increase starting at $11.88 per square foot (gross) on 1994 November 2 and ending at $16 per square foot 1996 November 1.

The Municipal Employees Credit Union has contacted our department to commence lease renewal negotiations for a new term. The Credit Union wants a ten year lease, wishes to immediately reduce their space, and pay a rental based on $8 per square foot (gross).

After reviewing office space rental rates in the area, taking into account that the subject leased premises are located below grade and that existing operating cost is currently $8.16 per square foot, we proposed a $12 per square foot (gross) rental rate. Eventually after a lengthy lease negotiation, the Credit Union increased their offer to $10 per square (gross). Our position is that $10.50 per square foot is extremely fair and reasonable, on the assumption the Credit Union turns over the 2,500 square feet no longer required by their organization upon the construction of the demising wall while continuing to pay the current rental rate until November 1996.

This unused space will be offered to the Canadian Football Hall of Fame for their use and if not required by them, it could be utilized by any civic department or leased to the public.

MCJW/hew

cc. J. Smith, Managing Director, Canadian Football Hall of Fame
P. Noé Johnson, City Solicitor
A. Ross, Treasurer

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 April 22

APR 2 6 1996

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka, P. Eng.
Chief Administrative Officer

D. W. Vyce
Director of Property

SUBJECT: The Hamilton Press Club Lease
50 Jackson Street West
Canadian Football Hall of Fame Building

RECOMMENDATION:

That the rental rate for the Hamilton Press Club be reduced for the balance of the leased term which expires on 1997 March 15, by $1.17 per square foot effective 1996 November 2, subject to the Press Club paying their 1995 Taxes in full.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The proposed rent adjustment equates to a reduction of $137.08 per month and $616.88 in total for the period 1996 November 2 to 1997 March 15.

BACKGROUND:

The Hamilton Press Club has made a formal request to re-negotiate their Lease Agreement in order to reduce their rental payments.

The Press Club has stated that they are finding it more and more difficult to make ends meet in an environment of rising costs and falling revenues despite a number of efforts to expand their membership base.

App'd by Committee.....

App'd by Council.....

On 1980 October 28 by adopting Item # 17 of the 7th Report of the Finance Committee, approval was given to lease 1406 square feet of basement area of the Canadian Football Hall of Fame building to the Press Club for the period 1981 March 16 to 1986 March 15.

On 1986 March 11 City Council adopted Item #2 of the 7th Report of the Finance Committee Report, which renewed the Lease for a further five (5) year period from 1986 March 16 to 1991 March 15. Subsequently at its meeting of 1992 March 31 City Council approved Item #22 of the 8th Report of the Finance and Administration Committee which approved a Lease renewal for the period 1991 March 16 to 1997 March 15.

The annual rent paid to the City for the year 1996 March 16 to 1997 March 15 is $10,629.12 ($885.76 per month), plus realty taxes for 1995 in the amount of $5,777.54, which totals $16,406.66. This equates to a rate of $11.67 per square foot.

The Hamilton Municipal Employees Credit Union has completed negotiations on their lease renewal which will include a 50% reduction of space, due to the relocation of their main branch to Limeridge Road East and Upper Wellington Street and a proposed rental rate of $10.50 per square foot (gross). Our report on this lease renewal will be considered at the 1996 May 7 meeting of the Finance and Administration Committee.

In order to assist the Press club, we would propose a rent reduction of $1.17 per square foot which will coincide with the rental rate being recommended for the Credit Union space. This reduction does not dramatically assist the Press Club however we are unable to justify any further reduction and it would also be subject to the Press Club bringing their outstanding 1995 taxes up to date ($4,287.50 as of 1996 April 1).

RJH/hew

c.c. A. Pooley, President, Hamilton Press Club
J. Smith, Managing Director, Canadian Football Hall of Fame
P. Noé Johnson, City Solicitor
A. Ross, Treasurer

4. (a.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 September 12

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Revisions to City of Hamilton realty and business tax collection procedures

RECOMMENDATION:

1) That the City engage the services of ABS Bailiff Service for the collection of outstanding business tax accounts effective October 1, 1996.

2) That the City engage the services of P.D. Merrell Bailiff Inc. for the collection of business taxes on behalf of the City of Hamilton subject to the Courts providing judicial consent to this firm to practise as bailiffs in the Region of Hamilton Wentworth.

3) That the Treasurer be authorized to approve the use of Trust accounts by the bailiffs for depositing taxes collected on the City's behalf in order to minimize the administrative effort required in this area.

4) That the City Solicitor be authorized and directed to prepare the necessary agreements for execution.

5) That in addition to utilizing bailiffs for the collection of outstanding business taxes, the Treasurer be authorized to use bailiffs for the collection of outstanding realty taxes on commercial/industrial properties where other collection procedures may not be appropriate or adequate to effect payment of the account.

6) That the revised City of Hamilton business and realty tax collection procedures be approved as outlined in Appendix 'A".

- Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: Potential savings in collection fees for the City since the Bailiff charges fees against the defaulting taxpayer

BACKGROUND:

In November 1995, the City of Hamilton entered into an agreement with ABS Bailiff Services to assist in the collection of outstanding business taxes in accordance with a pilot project which was approved by Council. Based on the success of this project, City Council approved a staff recommendation that " Letters of Interest" for the on-site collection of outstanding business taxes be requested from Bailiffs licensed to operate in the City of Hamilton in order to provide for the expansion of the present program on a permanent basis. The extension of the present agreement with ABS Bailiff Services was also approved to September 30, 1996 in order to give staff an opportunity to review the submissions and make an appropriate recommendation.

The Treasury Department received 2 responses to this request for proposals. One response was from ABS Bailiff Services who are presently being utilized by the City on a temporary basis under the pilot project. The other response was from a firm in Richmond Hill known as P.D. Merrell Bailiff Inc. This firm specializes almost exclusively in the collection of municipal taxes and has a staff of 16 employees including 8 licensed bailiffs. They have submitted a list of 37 municipalities for whom they collect taxes including the Cities of North York, East York, Oakville, Toronto and Vaughan.

Both of these firms have been able to meet the City's criteria of $ 5,000,000.00 for general liability insurance and $ 500,000.00 for employee dishonesty insurance. However, P.D. Merrell Bailiff Inc. is not presently licensed to practise in the Hamilton Wentworth Region and their firm would have to make application to the Courts for judicial consent to collect business taxes on the City's behalf. In order for the City to effectively implement its collection objectives, more than one bailiff firm is required due to the number of delinquent accounts. Accordingly, staff are recommending that the City engage the services of ABS Bailiff Services effective October 1, 1996 and the services of P.D. Merrell Bailiff Inc. providing they receive the necessary Court approvals. The City would be providing a letter to the Court outlining our proposed use of this firm in the collection of City accounts. The City will utilize the services of both firms. Accounts will be assigned initially as required on an equal basis, and the distribution of accounts will be subsequently adjusted on the ongoing performance of each bailiff.

The bailiffs have been interviewed and advised of our expectations with respect to their appearance and professionalism in the collection of City accounts. The request for proposal also provided that the City reserves the right to cancel on 30 days written notice if the performance of the service is not to the City's satisfaction. These terms and conditions will be incorporated into the final agreement with the bailiffs.

Both bailiff firms have requested the City consider allowing them to operate by means of a Trust account for depositing taxes collected on our behalf. This will enable them to monitor returned cheques, follow up on delinquent payments on a timely basis, make the appropriate calculations for bailiff fees and remit the net balance due to the City. This will

reduce or eliminate this process currently undertaken by City staff and allow them to focus their efforts in other collection areas. Under the proposed agreement, the bailiffs will be required to provide $ 500,000.00 in employee dishonesty insurance coverage. Changes to the system are also being considered which would restrict the dollar amount of warrants assigned to each bailiff at any given time in accordance with the insurance coverage limits.

Staff are therefore recommending that the bailiffs be allowed to operate a Trust account with the provision that the amounts assigned will not exceed the insurance limits.

The City also has certain commercial/industrial properties where the City's current realty tax collection policies and procedures may not be appropriate or adequate to effect the payment of these delinquent accounts. The use of a bailiff to assist in the collection of accounts of this nature is permitted under current Legislation. It is therefore being recommended that the current realty tax collection procedures be revised to authorize the Treasurer to utilize the services of bailiffs in certain instances to assist in the collection of realty taxes for commercial/industrial properties.

The results of the pilot project have shown that the use of bailiffs to collect taxes is a very efficient means of collection which ultimately results in savings to the City in collection fees since bailiff costs are assessed against the defaulting taxpayer. Accordingly, staff are recommending that the program be expanded to allow for the greater use of bailiffs and that the City's collection procedures for both realty and business tax accounts be amended as indicated in bold on the attached Appendix "A". Due to the number of delinquent accounts, it may not be practical to have warrants issued on all outstanding business tax accounts in arrears after the pre-levy and levy billings in 1997. Therefore, we will be continuing to use the "special program" offered by the Financial Collection Agencies for those smaller accounts of less than $ 1,000 - $ 1,500 depending on the volumes at that time.

Amendments have also been made to the procedure for issuing final notices. In the past, all business taxpayers received a final notice even though their account had previously been forwarded to the collection agency or the bailiff for collection. While the City is obliged under the Legislation to forward a tax bill, the reminder notice is not a legal requirement. Under the recommended revised procedure, taxpayers who have prior years arrears will receive a message on their bill advising them to pay arrears to the bailiff or collection agency. A final notice for the current tax portion will not be sent but the bailiff and the collection agency will receive updated information at the time of the billing advising of the current status of the account. It is anticipated that this change will enable staff and our agents to act sooner on these delinquent account and hopefully enhance the chances of collection.

c.c. P. Noé Johnson, City Solicitor

CITY OF HAMILTON
TREASURY DEPARTMENT

REALTY TAX COLLECTION PROCEDURES

1. Realty tax instalment bills are forwarded to the owner or agent of each taxable property in the first weeks of February, March, May and September. The taxpayer has the option in February and May of paying two instalments at once thereby taking advantage of a prepayment discount offered by the City. Alternatively the instalment due dates are the last working days of February, March, June and September.

2. Throughout the year any arrears carried forward from previous current year instalments or outstanding balances from previous years are shown on the tax bill as arrears and included in the total amount due.

3. Personalized letters from the Treasurer or Tax Collector are forwarded in July of each year to all property owners with outstanding accounts in excess of **$20,000**.

4. In December of each year reminder notices are sent out to the assessed address and the most recent change of address shown on the City's tax records, for all amounts outstanding greater than or equal to $25.

*5. All accounts that will become two years in arrears in January of the following year are sent notices in November of the current year advising of the potential for tax registration procedures on the property.

6. All accounts that will become three years in arrears in January of the following year are sent notices in November of the current year with respect to pending tax registration procedures. The owners are advised to pay that portion of the tax that would become three years in arrears in January.

7. Consideration/use of rent attornment in circumstances where taxes are outstanding and rent continues to be paid to the landlord. **Consider the use of bailiffs for the collection of outstanding realty taxes on accounts on commercial/industrial properties where other collection procedures may not be appropriate or adequate to effect payment of the account.**

8. In January all of those properties that have become three years in arrears and have made no arrangement with the Tax department to remit payment on the account are again notified of the situation. At this point they are advised that the City will proceed to register the property for tax arrears, should no payment be made or arrangement agreed upon.

9. A final notice in the form of a personalized letter from the Treasurer or Tax Collector will be forwarded to the assessed owner prior to the registration of the tax arrears certificate.

10. Once the tax arrears certificate is registered on the property the owner(s) has one full year from date of registration to make payment on the taxes in full. During that year all interested parties as registered on the title of the property, the Sheriff's office and tenants according to the assessment roll are notified of the existing tax arrears certificate on the property.

11. After the one year redemption period expires the file is forwarded to our Law Department to ensure compliance with respect to notification as specified by the act. Once the Law Department verifies that the requirements of the Act have been carried out they advise the Tax section to proceed with the sale of the property.

12. The property is sold and upon completion of the sale the tax arrears are paid from the proceeds and the balance is forwarded to the court. Any balance remaining after the court satisfies any other lien holders on the property can be recovered by the original owner after their application to the court.

*Recommended revisions to collection procedures not implemented to date

1996 September 6
TWD:jc

APPENDIX "A"

CITY OF HAMILTON
TREASURY DEPARTMENT

BUSINESS TAX COLLECTION PROCEDURES

1. During the first weeks of February and May of each year, business tax bills for the pre-levy and levy instalments are forwarded to each business tax account as they appear on the most recently returned assessment roll. These bills are due on the last working day of the month in which they are levied.

2. Staff will attempt to make personal contact by telephone with the business taxpayers having outstanding accounts in excess of $5,000. in an effort to collect these accounts or make satisfactory arrangements.

3. Fifteen days after the pre-levy due date, a "final notice" is forwarded to all business tax accounts where the current year taxes remain outstanding. Accounts with prior years' arrears which have been previously assigned to a bailiff or collection agency will not receive a " final" notice. For these accounts, the collection agency will receive an updated accounting of the balances owing and revised warrants will be issued to the bailiffs.

4. **Fifteen days after the " final notice" is issued for the February pre-levy, warants are issued to the bailiffs for all accounts that are in arrears in excess of $ 1,000. The bailiffs will notify the City of any accounts which are out of business in order that staff can take the appropriate action including forwarding the account to the collection agency if further collection action is required.**

5. All other accounts that are not paid, confirmed out of business, or have not entered into an acceptable payment arrangement are forwarded to the collection agency on the "special program" in the first week of the month following the sending of the "final notice". During the next thirty day period each account on the program receives a notice from the collection agency and are contacted by phone.

6. The outstanding balances from the pre-levy billing are included in the May levy billing, and appear as arrears on those bills with a message indicating that arrears are to be paid to the bailiff or the collection agency.

7. **A "final notice" will be issued fifteen days after the levy due date for those accounts with no previous arrears. A final notice will not be issued to those accounts with outstanding arrears. For those accounts, the collection agency will receive an updated accounting of the balances owing and revised warrants will be issued to the bailiffs.**

   Fifteen days after the "final notice" is issued for the May levy, warrants will be produced and issued to the bailiffs for all accounts that are in excess of $ 1,000. The bailiffs will notify the City of out of business accounts in order that staff can take the appropriate action including collection action if appropriate.
   The balance of the outstanding accounts which are less than $ 1,000 will be forwarded to the collection agency on the "special program".

8. Following the July "special program", a reconciliation of accounts collected and outstanding is computed and the outstanding accounts are redirected to the collection agency for regular collection. At this juncture the collection agency works the accounts until:

   a) They are collected.

   b) It is confirmed that the business has ceased operation at this address, thereby requiring a tax appeal.

   c) The agency recommends legal action and requested permission to proceed with same.

   d) Alternate payment arrangements (e.g. post-dated cheque) are agreed.

   e) The agency recommends the account be written off as uncollectible.

9. As accounts are processed through the tax or assessment appeal systems, credits are applied to the accounts in accordance with the direction of the respective authoritative bodies.

10. **Utilize the services of bailiffs to make seizures, if necessary, where the collection agency is unable to enforce collection and the business continues to operate.**

11. As they are approved by City Council credits are applied to the accounts for recommended write offs.

4. (b.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 September 11

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Hamilton Downtown Convert/Renovate-to-Rent Loan Program - funding

RECOMMENDATION:

1) That excess funds in the amount of $ 283,139.86 from the wind-up of the Ontario Home Renewal Program (OHRP) be credited to the Reserve for Contingency, Account Centre No. CH 00115.

2) That the City's cost of the proposed Hamilton Downtown Convert/Renovate-to Rent Loan Program be financed by the Reserve for Contingency, Account Centre No. CH 00115, in the amount of $ 180,000.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See below

BACKGROUND:

A staff report is being submitted to the Planning & Development Committee recommending the implementation of a Downtown Convert/Renovate-to-Rent Loan Program which would provide interest free loans to owners of commercial properties located within the downtown core. These loans would be used to convert vacant upper floor non-residential premises into apartments or renovations to existing apartments in commercial buildings to bring them in compliance with the property Standards By-Law and Fire Code.

One of the conditions for the approval of the loan Program was " the initial capital funding of $ 180,000 from the City being approved by Council upon the recommendation of the Finance & Administration Committee".

As you are aware, the Ontario Home Renewal Program (OHRP) was wound up by the Province in July, 1993. At that time, the OHRP monies were invested in long term investments which did not mature until the following year. The Province, after reviewing the Regulations for the wind-up of the Plan, subsequently advised staff that the City was entitled to the interest earned on these investments and as a result there is an excess balance on hand in this Program in the amount of $ 283,139.86.

Staff are recommending that these excess funds be credited to the Reserve for Contingency and that $ 180,000 of that amount be transferred from the Reserve to finance the City's share of the proposed Downtown Convert/Renovate-to-Rent Program. This funding allows the proceeds of one loans program to be utilized in funding the commencement of a new loans program. The remainder of the funds would remain with the Reserve for Contingency.

c.c. L.King, Building Commissioner

4. (c)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 September 11

REPORT TO: Susan K. Reeder, Secretary
Finance & Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: MNC Lifecare Group Inc. - Discharge of Tax Arrears Certificate and Extension Agreement.

RECOMMENDATION:

a) That the Tax Arrears Certificate registered on the title of 39 Mary Street and Extension Agreement, between the City and MNC Lifecare Group Inc., for the repayment of realty tax arrears on 39 Mary Street be discharged.

b) That the City and MNC Lifecare enter into a mutually agreed upon repayment schedule through December, 1997, for the outstanding realty tax on 39 Mary Street and the business tax accounts for 39 Mary Street and 570 King Street West as levied in 1997.

c) That the Law Department be authorized and directed to prepare and register the necessary documentation.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The discharge of the existing tax arrears certificate and extension agreement will negate further staff time required to amend the legal agreements as a result of timing differences between MNC cash flow and the existing agreement. Business taxes are now current and the realty taxes on 39 Mary Street are less than three (3) years in arrears and secured by the value of the property.

BACKGROUND:

A Tax Arrears Certificate, in accordance with the process as defined by The Municipal Tax Sales Act was registered on the title of 39 Mary Street on September 28, 1993. On September 22, 1994 an Extension Agreement for the repayment of $985,000 was entered

into with MNC Lifecare. Included in that agreement was a commitment by MNC Lifecare to pay outstanding business taxes due for business operations at 39 Mary Street and 570 King Street West before December 31, 1994.

The business tax payment was made as per the agreed upon schedule and since that time the 1995 and 1996 business taxes have been kept current as part of the ongoing extension agreements for the realty tax repayment of 39 Mary Street.

With respect to the realty tax account for 39 Mary Street, our records indicate that as at January 1, 1995 the account balance was in excess of $1 million. At present the account balance is less than $800,000 and the 1993 balance was cleared by the payment applied to the account in August, 1996.

Since the original extension agreement in September of 1994, the principals of MNC Lifecare have requested that the terms of that agreement be altered on multiple occasions. The requested amendments have been granted by the City requiring the preparation and registration of further documentation for each instance.

At this juncture, giving consideration to the improved position of the City with respect to the current status of business tax and the collection of that portion of the realty taxes which had been three (3) years in arrears, it is recommended that the tax certificate and existing extension agreement be discharged, subject to MNC entering into a repayment schedule satisfactory to staff. This would allow MNC Lifecare the latitude to structure further payment of their accounts more flexibly. Should the owners not continue satisfactory payments into the future, the City could then utilize our regular collection procedures, as reported to council.

cc. P. Noé Johnson, City Solicitor

4. (d.)

CITY OF HAMILTON
- INFORMATION -

DATE: 1996 September 13

REPORT TO: Susan Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Corporate Overview of the Quarterly Reports as at June 30, 1996

BACKGROUND:

Attached is the Corporate Overview of the Quarterly Reports for the City based on actuals to June 30, 1996 along with a projections as to the year-end position. Based on the June 30, 1996 actuals, there is projected to be a net surplus of $724,480 at year-end as indicated and explained within the Quarterly Report. Projected surpluses/deficits by departments are as follows:

C.A.O.	$ 0	
Building	$377,030	Surplus
Clerks	$249,400	Surplus
Culture & Recreation	$ 3,000	Surplus
Fire	$ 14,050	Surplus
H.E.C.F.I.	$ 0	
Human Resources	$ 0	
Information Systems	($ 47,130)	Deficit
Law	$ 0	
Library	$ 0	
Planning	($ 31,810)	Deficit
Property	$ 23,070	Surplus
Public Works/Traffic	$162,120	Surplus
Treasury	$103,470	Surplus
Financials & Others	($128,720)	Deficit
TOTAL	$724,480	Surplus

Individual departmental quarterly reports providing further explanation to these results have been distributed through the respective Standing Committee secretaries.

This report is prepared as a component of the ongoing process to keep City Council updated on Current Budget issues.

Allan C. Ross

CURRENT BUDGET QUARTERLY REPORT
AS OF JUNE 30 1996

CORPORATE OVERVIEW

Summary of Expenses/Revenues as of June 30, 1996

To June 30th, total actual expenditures are 0.4% below budget as compared to the prorated Total $80,003,780 Expenditure Budget. In addition revenues to this point are in a deficit position of 2.0%. The blended effect translates into a $1.3 million deficit or 60.6% of the pro-rated net revenues as indicated below. Note that the prorating of the June 30 Budgeted numbers are not 50% of the total, reflecting seasonal fluctuations.

An explanation of these variances follows the tables below.

Table 1 **BUDGET AND ACTUALS AS AT JUNE 30, 1996**

Corporate Overview Variances to June 30, 1996	1996 BUDGET TO DATE (1)	1996 ACTUAL TO DATE (2)	FAVOURABLE / (UNFAVOURABLE) VARIANCE (1-2) (3)	VARIANCE % (3/1) (4)
Expenditures	$80,003,780	$79,647,140	$ 356,640	0.4%
Revenues	$82,170,420	$80,499,830	($ 1,670,590)	(2.0%)
Net Revenues	$ 2,166,640	$ 852,690	($ 1,313,950)	(60.6%)

Projected to Year-end based on the June 30th information, the favourable expenditure variance remains, although marginally at 0.4% and is complemented by a favourable revenue variance of less than 0.1%, resulting in a net favourable surplus position of 0.4% as indicated in Table 2 below.

Table 2 **PROJECTED TO YEAR END**

Corporate Overview Variances projected to Year-End	1996 BUDGET (1)	1996 PROJECTED ACTUAL (2)	FAVOURABLE / (UNFAVOURABLE) VARIANCE (1-2) (3)	VARIANCE PERCENTAGE (3/1) (4)
Expenditures	$164,330,830	$163,691,470	$ 639,360	0.4%
Revenues	$164,330,830	$164,415,950	$ 85,120	<0.1%
Net Expenditures	$ 0	$ 724,480	$ 724,480	0.4%

SIGNIFICANT SERVICE/PROGRAM EXPENDITURE VARIANCES

Total City expenditures to June 30 are 0.4% under budget. Of that total, $1.2 million is attributable to favourable departmental spending, largely due to salary gapping due to vacancies, maternity leave, etc. Within the Financial/Other Budgets, the $0.8 million unfavourable variance is largely attributable to the timing of expenditures being charged for the full year.

SIGNIFICANT SERVICE/PROGRAM EXPENDITURE VARIANCES - continued

By year end, departmental budgets are expected to come in with a $1.1 million surplus. Again, the main contributing factor is salary gapping savings. Financial/Other Budgets are also projected to be in a deficit expenditure position of $0.5 million for tax adjustments and damage claims.

At this time interim operating costs for the Chedoke Twin Pad Arena have not been finalized and are not considered in this report. There may be some impact relative to the projected year-end position which will be updated with the September 30, 1996 Quarterly Reports.

One final note on the expenditures relates to the outstanding Budget Adjustment in the amount of $240,870 which was approved as part of the 1996 Current Budget. This adjustment remains within the Financial accounts and has not yet been distributed. A recommendation from the Management Team will be forthcoming as to the distribution of this amount. At this point the overall position of the Corporation will not be affected by this Budget Adjustment as a result of the projected surplus to date.

SIGNIFICANT REVENUE VARIANCES

Total City revenues to June 30 are unfavourable by $1,670,590, or 2.0%. Departmentally, revenues are 9.5% favourable, or $892,260, with Clerk and Building revenues contributing most to this favourable variance. These favourable amounts are offset by unfavourable Financial Account variances in the amount of $2.6 million.

By year end, total revenues are expected to remain marginally favourable at $85,120.

It should be noted that a $1,000,000 draw from Reserve for Tax Stabilization has been included in these estimates as provided for in the approved budget. As in previous years, should actual budget performance at year end indicate that the transfer from the Reserve for Tax Stabilization is not required, adjustment can be made accordingly.

IMPACT OF SERVICES/PROGRAMS APPROVED BY COUNCIL WITHOUT CURRENT FUNDING

There are no new programs approved by Council which would require current budget funding, although a number of initiatives have been identified for consideration during 1997 budget deliberations as expansion packages.

1996 ACCOMPLISHMENTS TO DATE!

Reference should be made to the Departmental Quarterly reports which have identified their accomplishments to date.

5. (a.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 September 6

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Policy - Use of City Hall Facilities

RECOMMENDATION:

(a) That the City Clerk, in consultation with the Chairman of the Finance and Administration Committee, be authorized to give approval on requests from the community for uses of the City Hall facilities; and,

(b) That the City Clerk provide the Finance and Administration Committee with Information Reports on these approved uses.

BACKGROUND:

The use of City Hall is requested by community groups for a number of annual events on a regular basis. These events include the Boy Scout/Girl Guide parades, displays in the City Hall foyers, etc. Those events which are held on an annual event basis have been processed through the Finance and Administration Committee over the past few years with the provision that in subsequent years these events can be automatically approved by the City Clerk.

Notwithstanding these pre-authorized regular annual events, there are a number of one-time requests which are received for the use of City Hall. A great majority of these events occur in the summer months when the Committee does not meet as frequently. As a result, a number of these requests are already being approved, with subsequent reports going to the Committee to confirm the actions taken.

Annually approximately 40 - 50 requests for the use of City Hall have been presented to the Committee for consideration and all of these requests have been approved. Establishing the above-noted policy would assist the Committee in streamlining its Agendas. Should an occasion arise where there is concern at the appropriateness of the request, and the organization persists in its request being considered, this matter will then be placed before the Finance and Administration Committee for a decision.

5.(b)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 September 9

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Purchase of an advertisement - Fall/Winter Newsletter - Ontario Workers Arts and Heritage Centre

RECOMMENDATION:

That consideration be given to placing a quarter page ad at a cost of $100 in the fall/winter newsletter for the Ontario Workers Arts and Heritage Centre in congratulations for their upcoming Opening on 1996 November 8th.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Sufficient funds are available in Account CH 56302 - 12001 (Advertising and Promotion).

BACKGROUND:

The Ontario Workers Arts and Heritage Centre will be celebrating their Opening on 1996 November 8th. The Centre's Fall/Winter Newsletter will be circulated in 1996 November and will promote their Opening.

The Centre have requested the City's purchase for an Ad in this Newsletter.

cc A. Ross, City Treasurer

6.(a.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 September 10

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka, P. Eng.
Chief Administrative Officer

D. W. Vyce
Director of Property

SUBJECT: Offer to Purchase - Sale of City Property
179 Stirton Street to Michael Miller

RECOMMENDATION:

(a) That an Offer to Purchase Agreement, duly executed by Michael Miller, on 1996 September 9 and scheduled to close on or before 1996 October 22, for the lands municipally described as 179 Stirton Street, being part of Lot 12, Registered Plan No. 560, Hamilton, having a frontage of 7.01 metres (23.00 feet), along the west side of Stirton Street and a depth of 22.24 metres (72.95 feet) more or less, be approved and completed as the requirements in the Municipal Act pursuant to the City's Real Property Procedural By-law No. 95-049 enacted on 1995 February 14 have been fulfilled by the City, and funds derived from this sale of $34,000., less commission, be credited to Account No. CH 4X501 00102 (Reserve for Property Purchases); and,

(b) That the required deposit cheque in the amount of $6,000. be held by the City Treasurer pending Council approval; and,

(c) That upon successful completion of this sale, a real estate commission of 5% on the $34,000. sale price be paid to Re/Max Del Mar Realty Inc. (Sales Representative Danny Stanidis), who acted in this matter; and,

(e) That the Mayor and City Clerk be authorized and directed to execute the necessary documents; and,

(f) That in accordance with Real Property Sales Procedural By-law No. 95-049:

(i) satisfactory notice has been given to the public of the intended sale;

(ii) an appraisal of the fair market value of the real property intended to be sold was obtained on the 6th day of February 1996;

(iii) the City Clerk be authorized and directed to execute (and issue) a Certificate of Compliance in the form prescribed pursuant to Section 193 of the Municipal Act.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The sum of $34,000., less 5% commission (net $32,300), be credited to Account No. CH 4X501 00102 (Reserve for Property Purchases).

BACKGROUND:

Due to non-payment of taxes, a Tax Arrears Certificate was registered against the lands on 1984 January 19. A Final Notice for tax arrears was mailed to the owner on 1987 September 1. Since no arrangement for the payment of taxes owing had been made, the Treasury Department advised the owner that the City was now in a position to register a Notice of Forfeiture against the property pursuant to the Municipal Tax Sales Act, 1984. However, the Notice of Forfeiture was not registered at the time because of concern regarding the owner's financial status and physical and mental condition.

Fire and Health Departments reportedly inspected the property from the exterior during various occasions in the early 1990's but were unable to enter the house so no action was taken. In 1991, the City had cut the grass and removed garbage and old fencing. During this period complaints were received from neighbours concerning the poor condition of the house.

At the request of the Law Department, the Real Estate Division inspected the property from the exterior in October 1994 and provided an approximate estimate of value. There was a concern that the amount of tax arrears may exceed the market value of the property.

As noted above, the City had attempted to make arrangements with the owner to pay the taxes, with no success. Consequently, by June 1995, due to the owner's apparent deteriorating mental and physical health, the City contacted the Urgent Investigations Unit of the Official Guardian and Public Trustee. This office was again contacted in January 1996 and advised that the outstanding realty taxes, arrears, penalty and interest were $31,378.

While the City indicated it was concerned that the home owner be assisted in the most appropriate means, the City was not in a position to allow the realty tax arrears to mount. The owner has been removed from the property, first to McMaster Medical Centre on 1995 December 23 and later discharged on 1996 January 25 to a retirement home.

Subsequently, after completing a limited appraisal of the real property, the Real Estate Division advised the Law Department on 1996 February 7 that the estimated market value of the property "as is" was within the range of $30,000 to $35,000.

The City's Law Department registered a Notice of Forfeiture on 1995 June 19 and thus 179 Stirton Street then vested in the City.

City Council declared the property surplus on 1996 August 27. A "For Sale" sign was posted to the house on 1996 August 29 and several persons were contacted who had previously inquired about the property. During September 5th and 6th, staff showed the property to six parties. Out of those six, three parties made offers to purchase, the highest offer at $34,000 less 5% selling commission, netting $32,300 to the City.

In compliance with the Real Property Sales Procedural By-law No. 95-049, I am reporting to your Committee:

(a) On 1996 August 27, City Council approved Item 19 of the 14th Report of the Finance and Administration Committee declaring the subject lands surplus to the requirements of the City;

(b) that in accordance with the approved methods of Notice to the Public in Real Property Sales Procedural By-law 95-049, the Director of Property has placed a "For Sale" sign on the subject property which included the City's name and telephone number on the 29th day of August 1996, to inform the public that the City intends to sell the said subject land;

(c) the sale of the subject land falls within the range of value which has been determined through an appraisal of the subject's fair market value.

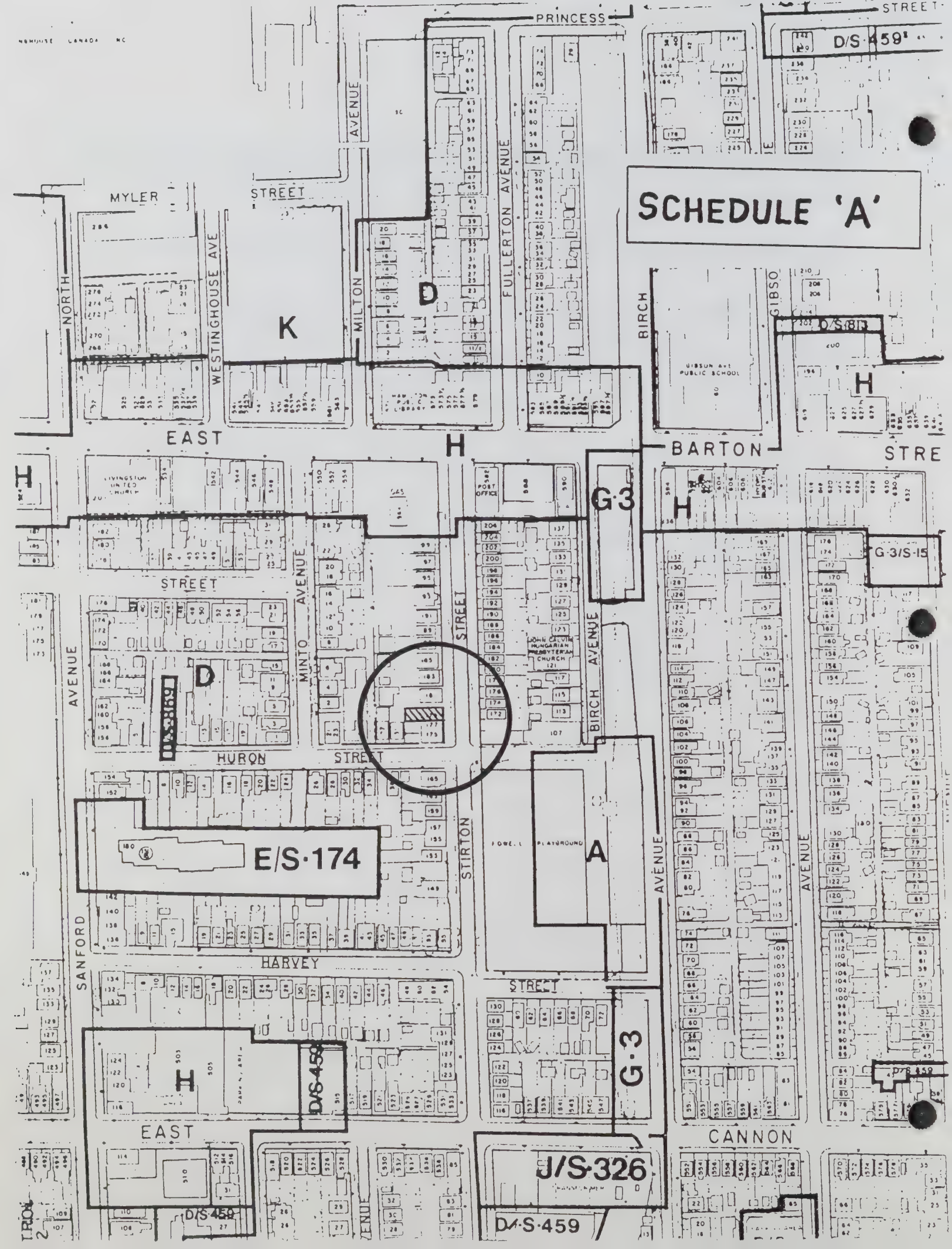
The purchaser, Mr. Miller, plans to renovate the residence.

KDA/nw

c.c. P. Noé Johnson, City Solicitor

Allan C. Ross, Treasurer

C. Bandurka, Property Clerk, Surveys


SCHEDULE 'A'
PRINCESS
STREET
D/S-459
AVENUE
MYLER
STREET
NORTH
WESTINGHOUSE AVE
MILTON
FULLERTON AVENUE
K
D
H
BIRCH
GIBSO
D/S-459
GIBSON AVE PUBLIC SCHOOL
EAST
BARTON
STRE
G-3
G-3/S-15
STREET
AVENUE
MINTO
STREET
BIRCH AVENUE
D
D/S-459
HURON
STREET
E/S-174
STIRTON
A
AVENUE
AVENUE
SANFORD
HARVEY
STREET
G-3
D/S-459
EAST
CANNON
J/S-326
D/S-459
D/S-459

CITY OF HAMILTON

- RECOMMENDATION -

6. (b.)

DATE: 1996 August 30

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka
Chief Administrative Officer

D. W. Vyce
Director of Property

SUBJECT: Offer to Purchase - 940 Queensdale Avenue East
Tomislav Sajic

RECOMMENDATION:

(a) That an Offer to Purchase Agreement, duly executed by Tomislav Sajic on 1996 August 23, and scheduled to close on or before 1996 November 15, for the lands composed of part of Lot 22 on Registered Plan 296, having a frontage of 25.48 metres (83.60 feet) more or less, along the southern limit of Queensdale Avenue East, and a frontage of 25.419 metres (83.40 feet) more or less, along the western limit of Upper Gage Avenue, comprising an area of 915.0 square metres (9,849.30 square feet) more or less, shown as Part 1 on Plan 62R-13352 with all buildings thereon, known municipally as 940 Queensdale Avenue East, in the City of Hamilton, in the Regional Municipality of Hamilton-Wentworth, be approved and completed as the requirements in the Municipal Act pursuant to the City's Real Property Procedural By-law No. 95-049 enacted on 1995 February 14 have been fulfilled by the City, and the funds derived from this sale of $105,000, be credited to Account No. CH 4X501 00102 (Reserve for Property Purchases); and,

(b) That the required deposit cheque in the amount of $10,000 be held by the City Treasurer pending Council approval; and,

(c) That the Mayor and City Clerk be authorized and directed to execute the necessary documents; and,

(d) That in accordance with Real Property Sales Procedural By-law No. 95-049:

(i) satisfactory notice has been given to the public of the intended sale;

(ii) an appraisal of the fair market value of the real property intended to be sold was obtained on 1996 May 3;

(iii) the City Clerk be authorized and directed to execute (and issue) a Certificate of Compliance in the form prescribed pursuant to Section 193 of the Municipal Act.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The sum of $105,000 be credited to Account No. CH 4X501 00102 (Reserve for Property Purchases). It is estimated that based on the present 1996 assessment of the subject property that the realty and business taxes generated following the sale of this property will be approximately $9,000 per year. Upon completion of the sale the purchaser will be undertaking renovations to the building which upon reassessment may increase the above noted taxes.

BACKGROUND:

In October of 1994 the Hamilton Fire Department vacated the premises at 940 Queensdale Avenue East, leaving a vacant building. The subject property was circulated to all City and Regional Departments with no interest shown by any department.

The successful purchaser proposes to use the existing building as a retail furniture outlet.

In compliance with Real Property Sales Procedural By-law No. 95-049, I am reporting to your Committee:

(a) That on 1995 March 14, City Council approved Item 6 of the 8th Report of the Finance and Administration Committee declaring the subject lands surplus to the requirements of the City;

(b) That in accordance with the approved methods of Notice to the Public in Real Property Sales Procedural By-law No. 95-049, the Director of Property has placed a "For Sale" sign on the subject property which included the City's name and telephone number on 1995 March 31, to inform the public that the City intends to sell the said subject lands;

(c) That the sale of the subject lands falls within the range of value which has been determined through an appraisal of the subject's fair market value.

Consequently the sale of the subject property is in compliance with the City's Real Property Sales Procedural By-law.

On 1996 May 14, City Council adopted item 23 of the 10th Report of the Finance and Administration Committee which authorized the funding to remove a 1,500 gal. fuel oil tank and conduct an Environmental Assessment on the said lands. This project was completed on 1996 May 31 and no further site investigations or remediation is needed at this site.

The purchaser had, on May 31, 1996 executed an Offer to Purchase Agreement with the City for the subject at a purchase price of $110,000. However this original Offer to Purchase was conditional on the Purchaser arranging satisfactory financing on or before July 11, 1996. Said financing was not obtained and the May 31, 1996 Agreement was declared null and void and the property was again posted for sale on the open market for an asking price of $120,000.

The Purchaser again approached the City in mid-August of this year with an Offer to Purchase the property at 940 Queensdale for $105,000, with no financing conditions or payment of real estate commission.

Subsequently, as the old fire station has been exposed for sale on the open market since March 31, 1995 with no higher offer being received and in light of the fact that the purchaser is planning to run a business from the subject property which will generate both property and business tax revenue for the City, we respectfully recommend that the City's sale to the purchaser be completed.

KN/nw

c.c. P. Noé Johnson, City Solicitor
A. Ross, Treasurer
G. H. Smith, Fire Chief
C. Bandurka, Property Clerk, Surveys
R. Swan, Manager, Building Operations and Maintenance Division


Subject
MOUNTAIN PARK AVENUE
SHERMAN MOUNTAIN ACCESS
CANADIAN NATIONAL RAILWAYS
KENILWORTH ACCESS
CONCESSION STREET
SHERMAN AVENUE
UPPER SHERMAN AVENUE
UPPER JAMES
QUEENSDALE AVENUE
BRUCEDALE AVENUE
FENNELL AVENUE EAST
SUNNING HILL AVENUE
EVERTON AVENUE
DEER AVENUE
SHARON AVENUE
CROCKETT STREET
MUNN STREET
KERR STREET
OAKDALE AVENUE
CLOKE COURT
PATRICIA PLACE
BURNS PLACE
FENNELL SQUARE
G-1
G-3
H/S 534-234
H/S-585

7.

Ontario

David Christopherson, MPP
Hamilton Centre

346 Main Street East
Hamilton, Ontario
L8N 1J1
Phone: (905) 529-1277
Fax: (905) 529-1280

✓ 8/21.
To clerk
for ~~today's~~ Next 7+A

August 9, 1996

His Worship Mayor Robert Morrow and
Members of Hamilton City Council
71 Main Street West
Hamilton, Ontario
L8N 4Y5

Dear Mayor Morrow and Council Members:

Attached please find correspondence I have forwarded to the Regional Coroner's Office regarding the death of Mr. Donald Dupuis on July 3, 1996 in downtown Hamilton.

Given the critical importance of this issue to our community, I would request your council's endorsement of a public coroner's inquest into this tragedy.

On behalf of our most vulnerable citizens, I thank you for your consideration of this request.

Sincerely,

David Christopherson, MPP
Hamilton Centre

Attached

cc: Members of Council

Ontario

David Christopherson, MPP
Hamilton Centre

346 Main Street East
Hamilton, Ontario
L8N 1J1
Phone: (905) 529-1277
Fax: (905) 529-1280

August 9, 1996

Dr. Bonnie Porter, Regional Coroner-Niagara
43 Church St. Suite 701
St. Catharines, Ontario
L2R 7E1

Dear Dr. Porter:

On July 3, 1996, a fire in a vacant building at 180 King St. E. resulted in the death of Mr. Donald Dupuis. Mr. Dupuis was only one homeless person among a number of others using this building as shelter. I feel this death was preventable and therefore believe a coroner's inquest would result in recommendations that could prevent a similar tragedy from occurring again.

In my opinion, the severe reductions to social assistance payments, discontinuation of social housing programs and the pending de-regulation of rent controls are and will continue to be contributing factors to homelessness. People do not choose to be homeless nor do they choose a lifestyle of seeking shelter in abandoned and unsafe buildings. The current social conditions are creating an increase in the number of homeless people, thereby also increasing the likelihood of preventable deaths of homeless people in Ontario.

A coroner's inquest into the fatal fire of July 3, 1996 is imperative. Further to the phone call to your office, I am formally calling upon you to grant this inquest, and to ensure all contributing social policy factors that lead to the death of Mr. Dupuis be included in the inquest mandate.

Thank you for your attention to this critical issue.

Yours Truly,

David Christopherson, MPP
for Hamilton Centre

cc. The Honourable Robert Runciman,
Solicitor General and Minister of Correctional Services

2.

CONSENT AGENDA

FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, 1996 September 17
1:30 o'clock p.m.
Room 233, City Hall

A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE

(i) Minutes of the regular meeting held on Tuesday, 1996 August 20th

(ii) Minutes of the special meeting held on Tuesday, 1996 August 27th

B. CITY CLERK

(i) Extension of Liquor Licence - Hess Village Merchants Association - Oktoberfest in the Village - 1996 September 26th - 29th

(ii) Use of City Facilities - Drug and Alcohol Awareness Week Display

C. TREASURER

(i) Authorization to Enter into Extension Agreements on Specific Properties for the Payment of Realty Tax Arrears

(ii) Financing of Servicing Costs - 607 Queen Victoria Drive (report to follow)

D. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE

Information Items

Tuesday, 1996 August 20
1:30 o'clock p.m.
Room 233, City Hall

A. (i)

The Finance and Administration Committee met.

Present: Alderman B. Charters, Chairman
Mayor R. M. Morrow
Alderman C. Collins
Alderman D. Wilson
Alderman D. Drury
Alderman T. Anderson
Alderman M. Kiss

Regrets: Alderman D. Ross, Vice-Chairman - A.M.O. Conference
Alderman V. Agro - A.M.O. Conference

Also present: Alderman B. Morelli
J. Pavelka, Chief Administrative Officer
A. Ross, Treasurer
P. Noé Johnson, City Solicitor
S. Hollowell, Acting City Clerk
D. Lee, City Clerk's Office
M. Watson, Real Estate
L. King, Building Commissioner
Fire Chief Smith
R. Fair, Director of Culture and Recreation
R. Swan, Property
M. Shaw, Building
C. Mascarenhas, Treasury
T. Daw, Treasury
Susan K. Reeder, Secretary

A G E N D A

DELEGATIONS

A. Hamilton and District Labour Council - Referral back from City Council - Days of Protest - Direct Costs

The Committee was in receipt of a memorandum from the Acting City Clerk, dated 1996 July 10, respecting the above-noted matter.

Wayne Marsden was in attendance on behalf of the Hamilton and District Labour Council. Mr. Marsden spoke to the Committee and outlined the history of the Council in Hamilton and the organizational structure of the Days of Protest event. He also spoke about the issuance of the bill from the City and the financial obligations of the Hamilton and District Labour Council.

Discussion on this matter then ensued with the Committee, and the following motion was approved:

> That the City accept the Hamilton and District Labour Council's offer to resolve the City's claim for costs of site preparation, clean up and site restoration arising out of the Labour Council's use of Dundurn Park and Bayfront Park on 1996 February 23rd and 24th for the Days of Protest Rallies, for a total payment of $3,500.

Note: Alderman Collins opposed

Mr. Marsden then presented the City Treasurer with a cheque from the Hamilton and District Labour Council in the amount of $3,500.

B. John Mokrycke, Architect - Settlement Claim

John Mokrycke and his solicitor, Ray Harris, were in attendance to speak to the Committee concerning fees owing from the City to his client. In this regard, Mr. Harris outlined some of the difficulties encountered in the Hamilton Tennis Club Project.

The Committee agreed to receive this presentation information.

1. IN CAMERA AGENDA

The Committee moved to an In-Camera Session to discuss matters of a Private and Confidential nature.

The Committee then moved back into Regular Session, and approved the following:

EE. CITY SOLICITOR - Public Works and Traffic Department employee request for indemnification

That the City agree to indemnify the Public Works and Traffic Department employee, charged under the Occupational Health and Safety Act, by Summons Number 23586544, for legal fees incurred in the defence of said charge, provided that:

(a) There is an acquittal on the charges, or the charges are withdrawn; and,

(b) The City Solicitor is satisfied that the legal fees incurred are reasonable under all of the circumstances of the case.

FF. CITY SOLICITOR AND COMMISSIONER OF PUBLIC WORKS AND TRAFFIC

(i) City of Hamilton -ats- Lucy Myszkowski; Ontario Court (General Division) Small Claims Court Action No. 3814/95

(a) That the City resolve Ontario Court (General Division) Small Claims Court Action No. 3814/95 by the payment to the Plaintiff, Lucy Myszkowski, of the sum of $1,500, inclusive of all damages, interest and costs; and,

(b) That the Plaintiff be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,

(c) That Ontario Court (General Division) Small Claims Court Action No. 3814/95 be dismissed without costs.

(ii) City of Hamilton - ats- Mary McEwan; Ontario Court (General Division) Action No. 2006/93

(a) That the City of Hamilton decline to accept an Offer to Settle dated 1996 March 25, in Ontario Court of Justice (General Division) Action No. 2006/93, made on behalf of Plaintiff Mary McEwen, which offer provides for:

(i) A payment of $8,000 plus 5% interest from 1993 February 17, to the date of acceptance of the offer for damages; and,

(ii) A payment of $992.41 plus 5% interest as above for OHIP costs; and,

(iii) Payment of the Plaintiffs costs on a party and party basis to be agreed or assessed; and,

(b) That the City of Hamilton offer to settle Ontario Court of Justice (General Division) Action No. 2006/93 by a payment of $12,500, including general and special damages, OHIP subrogation, interest, and costs, to the Plaintiff, Mary McEwen; and,

(c) That the City of Hamilton obtain from Mary McEwen, a Release satisfactory to the City Solicitor and that Ontario Court of Justice (General Division) Action No. 2006/93 be dismissed as against the City of Hamilton without costs.

(iii) **City of Hamilton ats Francis Albert Johnson; Ontario Court (General Division) Small Claims Court Action No. 5454/96**

(a) That the City resolve Ontario Court (General Division) Small Claims Court Action No. 5454/96 by the payment to the Plaintiff, Francis Albert Johnson, of the sum of $750, inclusive of all damages, interest and costs; and,

(b) That the Plaintiff be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,

(c) That Ontario Court (General Division) Small Claims Court Action No. 5454/96 be dismissed without costs.

2. CONSENT AGENDA

The Committee was in receipt of its Consent Agenda, and approved the following:

A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE

The Committee was in receipt of the minutes of its regular meeting held on Tuesday, 1996 July 2, and approved these minutes as circulated.

B. CITY CLERK

(i) **Hamilton Wentworth Regional Police Display Community Auto-Theft Reduction Project**

The Committee was in receipt of a report from the City Clerk dated 1996 July 3, respecting the above noted matter.

The Committee approved the following:

That approval be given to the action of the City Clerk in authorizing the Hamilton-Wentworth Regional Police Community Auto-Theft Reduction Project to set up a display in the second floor foyer at City Hall on Monday, 1996 July 15 from 11:30 a.m. to 1:30 p.m. to provide information on auto-theft reduction.

(ii) **Use of Forecourt - Chinese Community Walkathon**

The Committee was in receipt of a report from the City Clerk dated 1996 July 22, respecting the above noted matter.

The Committee approved the following:

That approval be given to the request of the Chinese Community to use the City Hall Forecourt and related equipment, together with first floor washroom access, from 1:00 to 3:00 p.m. on Sunday, 1996 September 22 for a fundraising Walkathon for the United Way.

(iii) Sesquicentennial Ribbon on Council Chamber Balcony

The Committee was in receipt of a report from the City Clerk dated 1996 July 25, respecting the above noted matter.

The Committee approved the following:

> That approval be given to the action taken by the City Clerk in authorizing Hamilton Sesquicentennial Celebrations Inc. to display a birthday ribbon and bow on the Council Chamber balcony from 1996 July 12 (Hamilton's birthday) until the end of 1996 (or until its condition becomes deteriorated).

(iv) Use of City Facilities - Safety Workshop co-sponsored by the Hamilton Status of Women Sub-Committee and the Hamilton Safety Council

The Committee was in receipt of a report from the City Clerk dated 1996 July 30, respecting the above noted matter and approved the following:

> That approval be given to the request of the Hamilton Status of Women Sub-Committee and the Hamilton Safety Council to use the City Hall Council Chambers, second floor foyer and second floor meetings rooms on Saturday, 1996 September 14 from 8:00 a.m. to 2:00 p.m. for the purposes of conducting a Safety Workshop and the use of the second floor foyer from 1996 September 11 - 14 to display safety-related exhibits.

(v) Use of Forecourt - Canadian Cure Campaign - Cross Canada Skate for Leukemia Research

The Committee was in receipt of a report from the City Clerk dated 1996 July 31, respecting the above noted matter.

The Committee approved the following:

> That approval be given to the action taken by the City Clerk in authorizing the Canadian Cure Campaign to use the City Hall Forecourt and related equipment on Tuesday, 1996 August 13 from 12:00 noon to 1:00 p.m. for the purposes of holding a reception to welcome Christine Ichim who is in-line skating across Canada to raise funds for Leukemia Research.

(vi) Erection of Thermometer Fundraising Gauge on Forecourt - Quebec Flood Relief Fund

The Committee was in receipt of a report from the City Clerk dated 1996 August 1, respecting the above noted matter and approved the following:

> That approval be given to the action taken by the City Clerk in authorizing the erection of a thermometer fundraising gauge, similar to the one used annually by the United Way, on the City Hall Forecourt for the purpose of showing funds raised for the Quebec Flood Relief Fund.

(vii) **Use of Forecourt to erect Reviewing Stand for Kaleidoscope Parade - Hamilton Caribbean Canadian African Community - 1996 August 17**

The Committee was in receipt of a report from the City Clerk dated 1996 August 15, respecting the above noted matter.

The Committee approved the following:

That approval be given to the action taken by the City Clerk in authorizing the erection of a reviewing stand on the City Hall Forecourt on Saturday, 1996 August 17 from 11:00 a.m. to 1:30 p.m. in conjunction with the Kaleidoscope Parade organized by the Hamilton Caribbean Canadian Community.

C. TREASURER

(i) **Authorization to enter into Extension Agreements on Specific Properties for the Payment of Realty Tax Arrears**

The Committee was in receipt of a report from the Treasurer dated 1996 July 30, respecting the above noted matter and approved the following:

(a) That the City be authorized to enter into Extension Agreements, if required, in a form satisfactory to the City Solicitor and the City Treasurer pursuant to Section 8 of the Municipal Tax Sales Act, with the owners of the following properties to extend the time open for payment of realty tax arrears in accordance with the policy for extension agreements approved by City Council on 1994 June 28:

1485 Main East	696 King East
90 Queen South	220 Cannon East
134 Ontario Avenue	27 William Street
1605 King East	344 Darlington Crescent
60 Farmer Court	84 Royal Vista Drive
37 Huxley South	180 Queensdale East
232 East 45th	64 Beechwood
20 Beland South	479 King East
1396 Upper Ottawa #14	50 Weir South
477 King East	1 South Oval
322 Herkimer Street	300 Glennie Avenue
162 Campbell Avenue	6 Lampton Place

(b) That a by-law to authorize the said Extension Agreements be enacted by Council; and,

(c) That the Mayor and City Clerk be authorized to execute the aforesaid by-law and extension agreements.

(ii) **Financing - Dundurn Castle Restoration Completion - south and west facade including Dovecote and Stables - Increased cost**

The Committee was in receipt of a report from the Treasurer dated 1996 August 15, respecting the above noted matter.

The Committee approved the following:

(a) That as referred to in Section 5 of the Eleventh Report for 1996 of the Parks and Recreation Committee, the City Treasurer be authorized to increase the gross cost of the project - Dundurn Castle Restoration Completion South and West Facades including Dovecote and Stables, Account Centre No. CF719441022 from $2,726,000 to $2,857,251 by $131,251; and,

(b) That the increased cost of the above project in the amount of $131,251 be financed as follows:

Account Centre No.	Description	Financing	Amount
CF719141002	Dundurn Castle Restoration	Reserve - Cap.Proj.	$ 26,439
CF719141008	Dundurn Castle, Cockpit Theatre	Reserve - Cap.Proj.	22,806
CF719355010	Dundurn Castle Restoration Study	Reserve - Cap.Proj.	2,545
CH25213-00183	Dundurn Castle - Furnishing Restoration Trust	Trust Fund	26,641
CH25210-00183	Castle Restoration Trust	Trust Fund	14,771
CH25300-00213	Dundurn Castle Rental Trust	Trust Fund	5,565
CH25211-00183	Museum Acquisition Trust	Trust Fund	32,484
			$131,251

(c) That the City Solicitor be authorized to revise By-law No. 94-095 to incorporate revised gross cost of the project noted in (a) above.

(iii) **Financing - 2001 Canada Summer Games - Set Up as a 1997 Capital Project**

The Committee was in receipt of a report from the Treasurer dated 1996 August 15, respecting the above noted matter.

The Committee approved the following:

That the Finance and Administration Committee forward the following recommendation to the Committee of the Whole:

(a) That the City Treasurer be authorized to set up a 2001 Canada Summer Games Capital Project for the City of Hamilton in the gross amount of $4,500,000, less Federal Contribution of $1,500,000 and Provincial Contribution of $1,500,000, subject to the approval of the 2001 Canada Summer Games Bid; and,

(b) That the City's cost of $1,500,000 for the above project be advanced out of the 1997 Capital Budget and the financial parameters for the 1997 Capital Budget be adjusted to stay within the approved Capital financing parameters, and that the project be financed by the issuance of debentures in the amount of $1,500,000 for a term not to exceed 10 years; and,

(c) That the City Solicitor be authorized to prepare appropriate by-law for the above project for the issuance of debentures; and,

(d) That the Regional Municipality of Hamilton-Wentworth be requested to consent to the issuance of debentures for a term not to exceed 10 years for the above project.

(iv) **Supply and Delivery of Workers' Uniform Clothing**

The Committee was in receipt of a report from the Treasurer dated 1996 August 14, respecting the above noted matter.

The Committee approved the following:

That a purchase order be issued to J.P. Hammill & Son Limited, Guelph, for the supply and delivery of Workers' Uniform Clothing as and when required during 1996/97 to Purchasing Stores, being the lowest acceptable of three tenders received, in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through Stores Inventory Account No. CH56103 28999, as follows:

Grey Trousers	$13.75 Pr.
Short Sleeve Grey Shirts	13.60 Each
Long Sleeve Grey Shirts	15.45 "
Grey Uniform Jackets	29.95 "
Grey Crested Coveralls	29.95 "
Grey Overalls	28.95 "
Parkas	39.95 "
Bomber Jackets	39.90 "
Golf Shirts	13.95 "
Cadet Vests	25.95 "
T-Shirts	8.50 "

All taxes extra

D. COMMISSIONER OF HUMAN RESOURCES - Appointments To and Terminations From Permanent Positions

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1996 July 31, respecting the above noted matter and approved the following:

That the listing of Appointments to and Terminations from Permanent positions with the Corporation of the City of Hamilton to 1996 August 2, attached herewith and marked Appendix "A", be approved.

E. DIRECTOR OF PROPERTY/CHIEF ADMINISTRATIVE OFFICER

(i) **Copps Coliseum - Chiller Overhaul & CFC Conversion**

The Committee was in receipt of a joint report from the Director of Property and the Chief Administrative Officer dated 1996 July 29, respecting the above noted matter.

The Committee approved the following:

(a) That authorization be given to issue a Purchase Order in the amount of $247,166.79 inclusive of G.S.T ($16,169.79) to commission York International Limited of Mississauga, Ontario to supply and install all necessary labour and materials to complete a major overhaul and refrigerant conversion on the 4 - 400 ton centrifugal chillers at Copps Coliseum as per the specifications issued by the Purchasing Division Ref:C14-11-96, this being the Original Equipment Manufacturer and only quotation received; and,

(b) That this expenditure be financed from the approved Capital Budget accounts CF 319651025 Copps - Overhaul Refrigeration/A.C. Equipment and CF 319641027 Convert Air Conditioning Equipment; and,

(c) That the Mayor and City Clerk be authorized and directed to execute an agreement in a form satisfactory to the City Solicitor.

(ii) **Replace Skylight - Hamilton Farmers' Market**

The Committee was in receipt of a duel report from the Director of Property and the Chief Administrative Officer dated 1996 August 8, respecting the above noted matter.

The Committee approved the following:

(a) That approval be given to issue a purchase order in the amount of $61,097, inclusive of G.S.T. ($3,997), to commission Barton Glass Inc. of Hamilton, to replace the skylight at the Hamilton Farmers' Market., being the lowest price of two quotations received in accordance with the specifications (Ref: C14-10-96) issued by the Purchasing Division; and,

(b) That this expenditure be financed through account CF 319641023 Major Maintenance to Civic Buildings

(iii) **Realty Sale Procedural By-law 95-049 - Declaration of Surplus property**

The Committee was in receipt of a duel report from the Director of Property and the Chief Administrative Officer dated 1996 August 13, respecting the above noted matter.

The Committee approved the following:

That 179 Stirton Street be declared surplus to the requirements of the City in accordance with Realty Sales Procedural By-law 95-049, for the purpose of selling the property.

F. **SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE - Information Items**

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1996 August 14, respecting Information Items. The Committee approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

(a) Information Report - Treasurer - H.M.R.F. Custodial Services Agreement - report dated 1996 July 12th

(b) Information Report - Treasurer - Actual Value Assessment - report dated 1996 July 9th

(c) Information Report - Treasurer - Status of Unclassified Revenue and Expenditures as at 1996 May 31st - report dated 1996 June 17th

(d) Information Report - Commissioner of Public Works and Traffic - Street Vendor at #9 King Street East - report dated 1996 July 4th

(e) Information correspondence - Director of Property - Real Estate Division of the Property Department - Services to the Region for the second Quarter of 1996 - letter dated 1996 July 18th

(f) Correspondence - FCM - Saguenay and Lac St.Jean Floods - memo dated 1996 July 24th

(g) Correspondence - Regional Clerk - Amendment to Regional Development Charges By-law - correspondence dated 1996 July 24th

(h) Information Report - Treasurer - Status of Unclassified Revenue and Expenditures as at 1996 June 30th - report dated 1996 July 16th

(i) Information Report - Treasurer - Status of Hosting, Receptions and Related Accounts at 1996 May 31st - report dated 1996 July 16th

(j) Information Report - City Solicitor - The Canada Marine Act Bill C-44 - Information Session - report dated 1996 July 25th

(k) Information Report - Chief Administrative Officer - 1996 Canadian Public Works Association (C.P.W.A.) Conference and Exposition - report dated 1996 July 29th

(l) Correspondence - Paul Szabo, C.A., M.P., Mississauga South - "Drink Smart Canada" National Public Education Campaign - letter dated 1996 July 31st.

(m) Correspondence - Regional Clerk's Office - Financial Shared Services Study - City of Hamilton and Regional Municipality of Hamilton-Wentworth - letter dated 1996 July 18th

(n) Information Report - Chief Administrative Officer and Director of Property - City of Hamilton - Central Utilities Plant - Cogeneration Project - report dated 1996 August 8th

3. MAYOR ROBERT M. MORROW - Grant - Exhibit - Diaspora to Jerusalem

The Committee was in receipt of a report from Mayor Robert M. Morrow, dated 1996 August 9, respecting the above noted matter.

The Committee approved the following:

(a) That funding in the amount of $2,000 be approved towards the cost of the "Disapora to Jerusalem" Exhibit to be held at McMaster University from 1996 September 4 to November 10; and,

(b) That the City Treasurer recommend the method of financing this expenditure.

(a) Report - Treasurer - Financing of the $2,000 funding request for Exhibit Diaspora to Jerusalem at McMaster University

The Committee was in receipt of a report from the Treasurer, dated 1996 August 14, respecting the above noted matter and approved the following:

That the $2,000 funding request to offset the cost of the Exhibit Diaspora to Jerusalem at McMaster University be financed as a Convention/Reception Grant account CH 5A050 20020.

4. ALDERMAN T. ANDERSON - Authorization - Optional Employee Payroll Deductions - Season Tickets - Hamilton Bulldogs

Alderman Anderson spoke to the Committee and asked that the City offer its employees an opportunity to purchase season's tickets to the Hamilton Bulldogs games in the same manner as previously offered for Tiger Cat games. In this regard, the Committee approved the following:

That the Treasurer and the Commissioner of Human Resources be authorized to accept applications from eligible employees who wish to purchase season's tickets to the Hamilton Bulldogs Hockey Club, on a payroll deduction basis, provided:

(a) That repayment by the employee will be in equal instalments to be fully paid no later than the end of the applicable season; and,

(b) That any administrative costs associated with the Hamilton Bulldogs project will be recovered by the City by mutual agreement between the Treasurer and the Hamilton Bulldogs; and,

(c) That promotional material with respect to this offer may be forwarded to employees with their pay cheques/stubs on a timely basis.

ADDED - MAYOR MORROW - DONATIONS TO THE QUEBEC FLOOD RELIEF FUND

Further to the above resolution, the Mayor requested that Alderman Anderson amend his motion to include the opportunity for employees to make donations to the Quebec Flood Relief Fund. In this regard, the Committee approved the following:

(a) That the City Treasurer and Commissioner of Human Resources be authorized to process employee requests for making donations to the Quebec Flood relief Fund through payroll deductions: and

(b) That the opportunity to make donations to the Quebec Flood Relief Fund through payroll deductions be communicated to employees.

5. TREASURER

(a) Post Audit Letter - Recommendations and Comments Concerning Accounting Systems, Procedures and Controls for 1995
(A short presentation will be made by the City's Auditors)

The Committee was in receipt of a report from the Treasurer dated 1996 August 7, respecting the above noted matter.

The City's Auditors were in attendance and made a brief presentation to the Committee. Following this presentation, the Treasurer addressed the Committee with respect to his report, and outlined the recommendations made by the Auditors. He pointed out those areas that he does not agree with. Some discussion then ensued, and the Committee approved the following:

That the 1995 Post Audit Letter containing recommendations and comments affecting the City's Accounting Systems, Procedures and Controls and subsequent Management Action be accepted.

(b) **Requested Information Report - Downtown Taxes**

The Committee was in receipt of an Information Report from the Treasurer dated 1996 August 16, respecting the above noted matter.

The Information Report indicated that the Treasurer is presently waiting to receive the material from the International Village B.I.A. on Downtown Tax Levels, and anticipates that they will have this information in time to report back to the September meeting of the Committee.

The Committee received this Information Report.

(c) **Status of Development Charge Funds**

The Committee was in receipt of a report from the Treasurer dated 1996 August 9, respecting the above noted matter and approved the following:

> That the analysis of the transactions of the City's Development Charges Reserve for the year 1995 entitled "Development Charge Reserve Fund Statement of Continuity for the period 1995 January 1 to 1995 December 31", attached herewith and marked Appendix "B", be received.

(d) **Appointment of an External Auditor**

The Committee was in receipt of a report from the Treasurer dated 1996 August 12, respecting the above noted matter.

The Committee approved the following:

(a) That the firm of MacGillivray Partners, Chartered Accountants, be continued as municipal auditor for the City of Hamilton, including its Local Boards, Hamilton Entertainment and Convention Facilities Inc., Hamilton Hydro Electric System, Canusa Games, the Canadian Football Hall of Fame and Museum, Hamilton Housing Company Limited, The Municipal Non-Profit (Hamilton) Housing Corporation, Hamilton Municipal Retirement Fund, The Hamilton and Scourge Foundation, Inc., and all of the Boards of Management for the Business Improvement Areas within the City of Hamilton for the year 1996 at a fee of $109,950 including completion of the audit of the City's Financial Report, but excluding G.S.T.; and,

(b) That the by-law respecting "To Appoint An External Auditor" be approved by City Council.

(e) **Reallocate Excess Debenture Proceeds**

The Committee was in receipt of a report from the Treasurer dated 1996 August 8, respecting the above noted matter.

The Committee approved the following:

> That the City Solicitor be authorized and directed to make application to the Ontario Municipal Board for approval to reallocate the excess debenture proceeds of $892,565.96 from Hydro Street Lighting conversion program, Account Centre No. CF609243008 (O.M.B. No. E920430 dated 1992 June 26) to the following projects:

Transferred to:

Description	Account Centre Number	O.M.B. No. & Date	City By-Law Number	Excess Debenture Proceeds
Major Maintenance to Civic Buildings	CF 319441005	N/A	94-095	$ 4,086.36
Major Maintenance to Civic Buildings	CF 319541001	N/A	95-090/95-227	9,126.00
Farmer's Market Replacement of Roof	CF 319441012	N/A	94-095	1,081.86
Scott Park Arena - Replacement of Roof	CF 319441008	N/A	94-095	1,376.99
Westmount & Mountain Arena - Boiler Replacement	CF 319441009	N/A	94-095	1,598.00
Copps Coliseum - Steam To Hot Water Conversion	CF 319441013	N/A	94-095	2,116.64
Parkdale Arena	CF 709441023	N/A	95-228	228,805.00
Inch Park Arena	CF 709441024	N/A	95-228	228,805.00
Ivor Wynne Stadium Improvements (Infrastructure)	CF 809453007	N/A	94-135	4,785.02
1994 Roads & Sidewalks Reconstruction Program - Local Roads	CF 529442001	N/A	94-095	$ 54,332.00
Waterfront Park Washrooms	CF 419454014	N/A	94-123	46,453.09
Enclave Clearance Program	CF 308750001	E 871041 09-Dec-87	88-32	310,000.00
				$892,565.96

(f) **Unallocated M.T.O. Subsidy Distribution**

The Committee was in receipt of a report from the Treasurer dated 1996 August 12, respecting the above noted matter.

The Committee approved the following:

(a) That the "Unallocated MTO Subsidy", Account Centre No. 258742001, be closed and surplus funds in the amount of $185,951.47, be transferred to the Reserve for Capital Projects CH 00203; and,

(b) That the City Treasurer be authorized to transfer any surplus financing regarding MTO subsidy allocation from the Road Reconstruction Programmes, City's Share of Local Improvements, and Install/Modernize Traffic Signals projects to be credited to the Reserve for Capital Projects, as outlined in the Committee of the Whole Report dated 1996 January 26 in relation to the City's 1996-2005 Capital Budget Program.

(g) **Requested Information Report - Excess or surplus capital financing during 1996 and Outstanding Capital Grant requests**

The Committee was in receipt of an Information Report from the Treasurer dated 1996 August 9, respecting the above noted matter and received this document for information purposes.

(h) **Information Report - Realty and Business Tax Arrears and Collection Procedures**

The Committee was in receipt of an Information Report from the Treasurer dated 1996 August 6, respecting the above noted matter.

Some discussion ensued with respect to the process used for tax arrears collection.

The Committee then agreed to receive this document for information purposes.

6. CITY SOLICITOR

(a) Law Department Staff Complement - Legal Secretary/Reception

The Committee was in receipt of a report from the City Solicitor dated 1996 July 2, respecting the above noted matter and approved the following:

That the staff complement of Legal Secretaries in the Law Department remain at seven, and the position of receptionist be deleted, effective 1996 July 1.

(b) Disposition of Proceeds from sale of 401 - 403 King Street West to the Community Adolescent Network of Hamilton

The Committee was in receipt of a report from the City Solicitor dated 1996 June 27, respecting the above noted matter.

The Committee approved the following:

(a) That the financial contribution commitment of $100,000 made by the City, in adopting Section 3 of the Eighth Report of the Finance Committee on 1988 April 26 to the Community Adolescent Network of Hamilton (the "Network"), for purchase of lands and the construction of a new facility for adolescent youth, be advanced to the Network on the following terms:

(i) The Network shall operate the facility now constructed at 131-137 Forest Avenue as a youth home facility and should it sell, transfer or otherwise dispose of the facility, the City shall be reimbursed a percentage of the contribution on the following basis:

(l)

to 1998 March 31 Amount to be reimbursed: $100,000.00	2 years
1998 April 1 to 2001 March 31 Amount to be reimbursed: $90,000.00	3 years
2001 April 1 to 2005 March 31 Amount to be reimbursed: $75,000.00	4 years
2005 April 1 to 2010 March 31 Amount to be reimbursed: $50,000.00	5 years
2010 April 1 to 2016 March 31 Amount to be reimbursed: $20,000.00	6 years
2016 March 31 and subsequent Amount to be reimbursed: NIL	

(ii) The contribution shall be secured by a first mortgage registered on title to the facility lands located at 131-137 Forest Avenue, Hamilton, in the amount of $100,000 in favour of the Corporation of the City of Hamilton which shall be discharged on 2016 March 31; and,

(iii) The Network shall maintain all risks property loss insurance in a form acceptable to the City Solicitor naming the City as first loss payee to the amount of the conditional grant; and,

(iv) All taxes and other levies due and owing shall be paid as they fall due; and,

(v) The City commitment of $100,000 shall be advanced in one payment upon registration of the mortgage and receipt of all required documentation; and,

(b) The solicitor for the Network shall prepare, register and provide all documentation required by and in a form acceptable to the City Solicitor; and,

(c) The Mayor and City Clerk shall be authorized to execute all documents required in connection herewith.

7. CITY CLERK

(a) Billiard Parlours

The Committee was in receipt of a report from the City Clerk dated 1996 July 25, recommending the following:

That the City of Hamilton Licensing By-law 93-069 be amended to provide for the following:

(a) That restaurants and public halls be permitted to have up to three billiard tables, if it is considered to be an accessory to the principle use of the business; and,

(b) That the City Solicitor be authorized and directed to prepare the necessary By-law amendments.

The above-noted recommendation was DEFEATED.

(b) Election System Replacement

The Committee was in receipt of a report from the City Clerk dated 1996 August 6, respecting the above noted matter.

The Committee approved the following:

(a) That the City of Hamilton accept the Proposal submitted by Global Election Systems for the Rental of 150 Optical Scan Poll Level Tabulation Units for the City of Hamilton's 1997 Municipal Elections; and,

(b) That the total cost of the Election System Rental not exceed $135,000. plus applicable taxes ($115,000 for the System rental, $20,000 for Election supplies and services); and,

(c) That the costs of the Election System Rental be funded as follows: $100,000. from the City's Capital Projects Account, $35,000, plus all applicable taxes from the Election Reserve Account; and,

(d) That the Mayor and City Clerk be authorized and directed to execute a Rental Agreement with Global Election Systems in a form satisfactory to the City Clerk and City Solicitor.

(c) Record's Review Committee Report - Destruction of City of Hamilton Tax Rolls

The Committee was in receipt of a report from the City Clerk dated 1996 August 7, respecting the above noted matter.

The Committee approved the following:

That approval be granted to authorize the destruction of City of Hamilton Tax Rolls from 1925 to 1990, as recommended by the report of the City's Records Review Committee.

8. DIRECTOR OF PROPERTY/CHIEF ADMINISTRATIVE OFFICER - Replace heating and cooling system at Dundurn Castle

The Committee was in receipt of a joint report from the Director of Property and the Chief Administrative Officer dated 1996 August 9, respecting the above noted matter.

The Committee approved the following:

(a) That approval be given to issue a purchase order in the amount of $139,249.80 inclusive of a contingency ($5,000) and G.S.T. ($9,109.80) to commission Geonis Mechanical Limited of Stoney Creek, to replace the heating system and cooling system at Dundurn Castle, being the lowest price of three quotations received in accordance with the specifications (Ref: C14-13-96) issued by the Purchasing Division; and,

(b) That this expenditure be financed through Account CF 319641028 Dundurn Castle Boiler System Renovations $105,893, exclusive of G.S.T., and Account CF 319641023 Major Maintenance to Civic Buildings $24,247, exclusive of G.S.T.

9. STAPLETON ENCLAVE

(a) Information Report - Director of Planning and Director of Property - Acquisition Program for the Stapleton Residential Enclave

The Committee was in receipt of a joint Information Report from the Director of Planning and the Director of Property dated 1996 August 1, respecting the above noted matter, and agreed to receive this document for information purposes.

(b) Report - Chief Administrative Officer and Director of Property - Option to Purchase - 571 Kenilworth Avenue North from Andrew R. Kay (Single Family Residence in Stapleton Enclave) and subsequent Demolition

The Committee was in receipt of a joint report from the Chief Administrative Officer and the Director of Property dated 1996 July 15, respecting the above noted matter and approved the following:

(a) That an Option to Purchase, executed by Andrew Richard Kay on 1996 July 8, and scheduled to close on or before 1996 September 30, for the lands situated in the City of Hamilton, being composed of Lots 428 and 429, Registered Plan 584, with a frontage of 15.24 metres (50.0 feet), more or less, by a depth of 30.48 metres (100.0 feet), more or less, municipally known as 571 Kenilworth Avenue North, be approved and completed for the purchase price of $60,000; and,

(b) That as consideration in the amount of $2 has been paid to the owner pursuant to the Option to Purchase document, this amount be deducted from the purchase price; and,

(c) That the Director of Property be authorized to proceed with the demolition of the existing single family dwelling at 571 Kenilworth Avenue North at a cost not to exceed $10,000 once vacant possession has been received; and,

(d) That the Finance and Administration Committee recommend the method of financing the purchase and demolition; and,

(e) That the Mayor and City Clerk be authorized and directed to execute all necessary documents.

Note: Alderman Charters opposed.

(c) **Report - Treasurer - Funding of purchase of 571 Kenilworth Avenue North**

The Committee was in receipt of a report from the Treasurer dated 1996 August 12 which recommended the following source of funding:

> That the City Treasurer be authorized to open a new Capital Project Account in relation to the acquisition and demolition of 571 Kenilworth Avenue North at an estimated amount of $70,000 and that this project be financed from the Reserve for Alpha Enclaves, Account Centre No. CH 00116.

This motion was DEFEATED.

The Committee then placed the following resolution on the table:

> That the City Treasurer be authorized to open a new Capital Project Account in relation to the acquisition and demolition of 571 Kenilworth Avenue North at an estimated amount of $70,000 and that this project be financed from the Reserve for Capital Projects CH 00203.

This motion LOST ON A TIE VOTE. In this regard, and in keeping with the City's Procedural By-law, the Committee decided to refer this matter to City Council for consideration.

Further to the discussions on this matter, and the City's acquisition programme for residential enclaves, the Committee approved the following:

> That the Planning and Development Committee be requested to review the Alpha West Enclave Acquisition Programme.

10. **BUILDING COMMISSIONER - Compliance under the Development Charges Act - 607 Queen Victoria Drive, Hamilton**

The Committee was in receipt of a report from the Building Commissioner dated 1996 August 14, respecting the above noted matter and approved the following:

> That, after hearing the evidence and submission of the complaint from Hamilton Habitat for Humanity, the Council of the City of Hamilton hereby amends the development charges with respect to 607 Queen Victoria Drive, thereby reducing the City's Development Charges of $1,565.44 to zero (0).

ADDED - ACTING CITY CLERK - Hamilton Caribbean Canadian African Community

The Committee was in receipt of an added report from the Acting City Clerk dated 1996 August 19, respecting the above noted matter and approved the following:

(a) That a grant of $1,500 be made to the Hamilton Caribbean Canadian African Community to offset costs involved in staging the Kaleidoscope Cultural Festival which was held 1996 August 17 and 18; and,

(b) That this expenditure be charged to Account Number CH 53199-20016 (Unallotted Grants).

ADDED - ALDERMAN WILSON - RESOLUTION - OCCUPATIONAL HEALTH AND SAFETY

Alderman Wilson spoke to the Committee about an added item regarding a resolution on occupational health and safety. The Committee approved the following:

That the following resolution be approved:

Whereas, occupational health and safety is a priority for the City of Hamilton; and,

Whereas, occupational injuries and illnesses impact on more than just the injured affected parties, but on the community as a whole; and,

Whereas, most occupational injuries and illnesses are preventable; and,

Whereas, the Hamilton clinic has achieved a high level of integration with the local health care system providing consultative services to area health care professionals, employers, unions and joint health and safety committees; and,

Whereas, the community of Hamilton has a long history of support and public activity to improve the work environment,

Now therefore, be it resolved that the City of Hamilton petition the Minister of Labour to continue to fully fund Occupational Health Clinics for Ontario Works.

ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. CHARTERS, CHAIRMAN
FINANCE AND ADMINISTRATION COMMITTEE

Susan K. Reeder

Susan K. Reeder
Secretary
1996 August 20

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	STATUS	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	EFFECTIVE DATE
Mr. David Clark	I	Platoon Chief (C12)	Fire	Replacing Mr. G. Peace – resigned, May 13/96	$72,764.50	June 23/96
Mr. Jim Flaherty	I	Lead Hand/Truck Driver (D17)	Public Works	Replacing Mr. R. Morris – promoted, May 06/96	$37,146.72	June 03/96
Ms. Karen Knox	I	Traffic Administrative Clerk (10E)	Traffic	Replacing Ms. C. Alletto – terminated, June 06/96	$28,868.84 to $31,684.12	July 15/96
Mr. Frank Lalli	I	Traffic Signal Specialist (18B)	Traffic	Replacing Mr. J. Moyer – retired, December 30/94	$36,699.21 to $42,554.79	June 24/96
Mr. Michael McGaw	I	District Chief (C11)	Fire	Replacing Mr. D. Clark – promoted, June 23/96	$66,992.60	June 23/96

Prepared August 2, 1996

Status –

Internal – I
External – E

Appendix "A" referred to in Section 16 of the **FOURTEENTH** Report of the Finance and Administration Committee for 1996.

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	STATUS	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	EFFECTIVE DATE
Mr. Dennis Phillips	I	District Chief (C11)	Fire	Replacing Mr. G. Desjarlais – promoted December 13/95	$66,992.60	June 23/96
Mr. Terry Rinaldo	I	Tractor Operator (D12) ,	Public Works	Replacing Mr. J. Flaherty – promoted, June 03/96	$35,322.56	July 01/96
Mr. Robert Woodfine	I	Traffic Signal Specialist (18B)	Traffic	Replacing Mr. J. Kupina – retired, December 20/94	$36,699.20 to $42,554.79	June 24/96

Prepared August 2, 1996

Status –

Internal – I
External – E

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Ms. Mary Howarth	Secretary	H.E.C.F.I.	Deceased	16 years, 4 months	June 18/96
Mr. Andy Sloggett	Gardener II	Public Works	Terminated	18 years, 11 months	June 24/96
Mr. David Smith	General Foreman/Woman	Culture & Recreation	Resigned	1 year, 1 month	June 14/96

Prepared August 2, 1996

Glossary of Terms

Terminated – long term disability
– discharge

Resigned – personal betterment
– personal reasons

Development Charge Reserve Fund
Statement of Continuity
Period January 01, 1995 to December 31, 1995

	Total $	Indoor Recreation $	Outdoor Recreation $	Library Buildings & Materials $	Traffic Signals $	Parkland Acquisition $	Vehicles & Equipment $	Studies $	Engineering (area specific) $	Storm Water Retention $	Fire Stations $
Balance as at Jan 01, 1995	6,030,634	1,742,844	951,621	659,888	87,718	0	0	0	1,718,889	0	869,674
Development charges received or receivable	823,914	219,798	138,364	86,002	13,657	20,586	5,379	108	221,692	0	118,328
Development charges refunded	0	0	0	0	0	0	0	0	0	0	0
Interest earned	411,356	119,648	66,999	45,555	5,650	1,873	489	10	114,959	0	56,173
	7,265,904	2,082,290	1,156,984	791,445	107,025	22,459	5,868	118	2,055,540	0	1,044,175
Transferred to the capital fund	(15,000)	0	0	0	(15,000)	0	0	0	0	0	0
Amounts allocated:											
1) Services Through Unsubdivided Lands	(1,718,889)	0	0	0	0	0	0	0	(1,718,889)	0	0
2) Reduction of current debentures	(600,000)	(175,972)	(96,083)	(66,628)	(8,212)	0	0	0	(169,862)	0	(83,243)
Balance as at December 31, 1995	4,932,015	1,906,318	1,060,901	724,817	83,813	22,459	5,868	118	166,789	0	960,932

Appendix "B" referred to in Section 25 of the **FOURTEENTH** Report of the Finance and Administration Committee for 1996

Tuesday, 1996 August 27th
5:30 o'clock p.m.
Room 233, City Hall

A Special Meeting of the Finance and Administration Committee was held.

A. (ii)

There were present:
Alderman B. Charters, Chairman
Alderman D. Ross, Vice-Chairman
Alderman D. Wilson
Alderman V. Agro
Alderman C. Collins
Alderman T. Anderson
Alderman G. Copps
Alderman D. Drury

Regrets:
Mayor Robert M. Morrow - vacation

Also present:
Alderman M. Kiss
Alderman B. Morelli
Alderman T. Jackson
Alderman W. McCulloch
Alderman F. D'Amico
Alderman M. Caplan
Alderman F. Eisenberger
J. Pavelka, Chief Administrative Officer
L. King, Building Commissioner
P. Noé Johnson, City Solicitor
A. Ross, City Treasurer
R. Fair, Director of Culture and Recreation
D. Lobo, Director of Public Works and Traffic
Susan K. Reeder, Secretary

The Committee met for the purpose of receiving a verbal report on contract negotiations.

The Committee agreed to move In Camera to receive this information.

The Committee moved back into Regular Session, and as there was no further business, the meeting was adjourned.

Taken as read and approved,

Alderman B. Charters
Chairman
Finance and Administration Committee

Susan K. Reeder

Susan K. Reeder
Secretary
1996 August 27th

B. (i)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 September 10

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Temporary Extension of Liquor Licence - Hess Village Merchants Association - Oktoberfest in the Village - 1996 September 26th - 29th

RECOMMENDATION:

That the Liquor Licence Board of Ontario be advised that the City of Hamilton is aware of the application for a Temporary Extension of Liquor Licence submitted by the Lazy Flamingo, 19 Hess Street South in conjunction with the Hess Village Merchants Association's "Oktoberfest in the Village" Festival to take place on Thursday, 1996 September 26th to Sunday, 1996 September 29th from 4:00 o'clock p.m. to 2:00 o'clock a.m., and that the City has no objection to the issuance of a Temporary Extension of Liquor Licence for this event.

L. T. Hallowell for
D. D. Schatz

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The Hess Village Merchants Association plan to hold an "Oktoberfest in the Village" Festival which will consist of a Bavarian Garden with a stage from Thursday, 1996 September 26th to Sunday, 1996 September 29th. In this regard, the Lazy Flamingo, 19 Hess Street South has applied to the L.L.B.O. for a Temporary Extension of their Liquor Licence to serve in an extended area in front of their establishment. The area to be used for the Beer Garden is identical to that used for the Jazz Festival.

The L.L.B.O. requires confirmation that the City of Hamilton is aware of this application and has no objection to the issuance of a Temporary Extension of Liquor Licence. The City's approval of the above-noted recommendation does not grant issuance of this special licence, but rather allows the L.L.B.O. to consider the application.

Application has been made to the Roads Department, and is being processed, for a road closure of the area of Hess Street South between George and King Streets from 10:00 a.m. on Wednesday, 1996 September 25th until 12:00 o'clock noon on Monday, 1996 September 30th.

The Vice and Drug Division of the Hamilton-Wentworth Regional Police Department have been advised of this application and have indicated to my office that they have no objection.

The Special Events Advisory Team is also aware of this application.

cc Staff Sergeant John Petz, Vice and Drugs Division, Hamilton-Wentworth Regional Police Department - Fax 546-3883
Shelly Merlo-Orzel, Chair, Special Events Advisory Team
Vince Zingaro, Roads Department
Frank Westaway, Noise Control Officer
Michael Temperley, Gown and Gavel - Fax 523-9997

B. (ii)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 September 9

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Drug and Alcohol Awareness Week Display

RECOMMENDATION:

That approval be given to the request of the Hamilton-Wentworth Drug and Alcohol Awareness Committee to use the 2nd Floor Lobby from 1996 November 17 to 23 for a display of general educational materials during Drug and Alcohol Awareness Week.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

Part of the Hamilton-Wentworth Drug and Alcohol Awareness Committee's mandate is to promote awareness of alcohol related issues in the Hamilton area in order to prevent the development of high-risk alcohol and drug use; and to inform the community of available sources of help.

The Committee are proposing to display general educational materials from the Addiction Research Foundation, together with information provided by the community addictions agencies, at City Hall during Drug and Alcohol Awareness Week (November 17 to 23, 1996).

cc: Mayor's Office
Rob Swan, Manager, Building Operations and Maintenance Division
Information Desk

C. (i)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 September 6

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Authorization to enter into extension agreements on specific properties for the payment of realty tax arrears

RECOMMENDATION:

1) That the City be authorized to enter into Extension Agreements, if required, in a form satisfactory to the City Solicitor and the City Treasurer pursuant to Section 8 of the Municipal Tax Sales Act, with the owners of the following properties to extend the time open for payment of realty tax arrears in accordance with the policy for extension agreements approved by City Council on June 28, 1994:

482 King William
486 Cannon East
51 Fullerton
746 Rymal East
61 Fullerton
198 Julian
229 Kenilworth North
197 West North
861 Queensdale East
1 Agnes
305 Jackson West
133 Birch
29 Cumberland
30 Linden
49 Francis
141 Craigroyston
707 Rennie
16 Hollywood North
193 Prospect South

2) That the attached by-law to authorize the said Extension Agreements be enacted by Council.

3) That the Mayor and City Clerk be authorized to execute the aforesaid by-law and extension agreements.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The execution of the by-law and agreements, where required, will defer the City's right to sell the lands for tax arrears for a maximum period of 24 months; however, the City will be in receipt of regular monthly payments towards current and prior years arrears over the term of the agreements.

BACKGROUND:

Section 8 of the Municipal Tax Sales Act provides that the municipality, by a by-law passed after the registration of the tax arrears certificate and before the expiry of the one-year period for redemption, may authorize an extension agreement with the owner of the land extending the period in which the cancellation price is to be paid. On June 28, 1994, in accordance with this legislation, Council approved a policy authorizing the City to enter into extension agreements with taxpayers providing certain conditions were met.

The owner of a property which has been registered for tax arrears may request the City to consider an extension agreement at any time up to and including the final day on which the redemption period expires. Administratively, there may not be sufficient time to obtain the necessary Council approval of the by-law prior to this deadline. Accordingly, staff are requesting advance authorization for the City to enter into extension agreements, if necessary, with the owners of the above specific properties providing they meet the conditions outlined in the policy adopted by Council on June 28, 1994.

In certain instances when all of the conditions in the extension agreement policy are not met the Treasurer should be allowed the latitude to recommend an extension agreement be entered into if it is deemed to be in the best financial interest of the municipality. Under these circumstances a separate report would be provided to the Committee for deliberation and approval.

During the initial months of this repayment option it has been ascertained that operational time constraints, e.g. writing of reports, council approvals, make it necessary to have the authorization to enter into these extension agreements pre-approved. Accordingly, in the month that the legislated final notices for the tax registration process are mailed out (280 days from the registration date), a listing of all those properties for which the owners may wish to enter into an extension agreement will be forwarded to Committee and Council for approval. Owners who show an interest in entering into an extension agreement with the City prior to the mailing of the final notices, will be added to the monthly reports as require

THE CORPORATION OF THE CITY OF HAMILTON

BY-LAW NO.96-

TO AUTHORIZE AN EXTENSION AGREEMENT

FOR PAYMENT OF REALTY TAX ARREARS

WHEREAS the Municipal Tax Sales Act, R.S.O. 1990, c.M.60, (hereinafter referred to as the "Act"), states that the Council of a municipality may, by by-law, authorize an Extension Agreement with the owner of land in arrears of realty taxes in excess of three (3) years after the registration of a Tax Arrears Certificate and before the expiry of the one year redemption period;

AND WHEREAS the Municipal Tax Sales Act (section 8) states that the said Extension Agreement may extend the period of time, upon the terms specified therein, within which the Cancellation Price is to be paid;

AND WHEREAS, pursuant to the Municipal Tax Sales Act, the Treasurer did register a Tax Arrears Certificate indicating arrears of realty taxes in excess of three (3) years on the lands described in Schedule "A" annexed hereto,

AND WHEREAS, the said land is recorded by The Corporation of the City of Hamilton under the specific Tax Roll Serial Nos. indicated in Schedule "A" annexed hereto.

AND WHEREAS, The Owners of the lands described in Schedule "A" have requested that the City exercise its discretion to pass a bylaw to authorize an Extension Agreement to extend the period of time in which the Cancellation Price may be paid.

AND WHEREAS the one year period within which this by-law may be enacted will therefore expire on the days described as the redemption date of Schedule "A" attached hereto.

NOW THEREFORE the Council of the Corporation of the City of Hamilton enacts as follows:

1. (a) The time open for acceptance and the permitted payments of the Cancellation Price beyond the expiry of the said one year redemption period as set out in Schedule "A" are hereby authorized to be extended pursuant to an Extension Agreement.

   (b) The owner of the land described in Schedule "A" may, on or before the redemption date, enter into the Extension Agreement with The Corporation of the City of Hamilton, and the Mayor and City Clerk are hereby authorized to execute the Extension Agreement on behalf of the City.

2. As provided in the Municipal Tax Sales Act, notwithstanding any other provision of this Extension Agreement, it is understood and agreed that while the Extension Agreement remains a subsisting agreement in good standing:

(a) that the Extension Agreement does not reduce the amount of the Cancellation Price.

(b) that the Extension Agreement does not prohibit any person from paying the Cancellation Price at any time.

(c) that any person may pay the Cancellation Price at any time.

(d) that the Extension Agreement terminates upon payment of the Cancellation Price by any person.

(e) that the Extension Agreement shall cease to be considered a subsisting Extension Agreement for purposes of section 9(2) of the Act, when and under what conditions set out in the Extension Agreement.

3. As also provided in the Municipal Tax Sales Act,

(a) while such Extension Agreement is in good standing, the period of such time shall not be counted in calculating the time within which the Cancellation Price may be paid.

(b) upon default by owner in complying with the Extension Agreement or any term thereof, the Extension Agreement shall cease and, (unless there remains time within which the Cancellation Price may be paid and is paid), the land shall be offered for sale by the Treasurer.

PASSED this day of 1996, A.D.,

CITY CLERK **MAYOR**

SCHEDULE "A"
EXTENSION AGREEMENTS

A)	PROPERTY ADDRESS	482 KING WILLIAM STREET
	SERIAL NUMBER	03 02135 4200
	BRIEF LEGAL DESCRIPTION	PLAN 43 PT LOT 17, PT LOT 18
	DATE OF REGISTRATION	27 NOVEMBER 1995
	INST # OF TAX ARREARS CERTIFICATE	VM221845
	REDEMPTION DATE	27 NOVEMBER 1996
	TOTAL ARREARS	$9,286.13
B)	PROPERTY ADDRESS	486 CANNON STREET EAST
	SERIAL NUMBER	03 02365 0610
	BRIEF LEGAL DESCRIPTION	PLAN 158 PT LOT 24 PT LOT 25
	DATE OF REGISTRATION	27 NOVEMBER 1995
	INST # OF TAX ARREARS CERTIFICATE	VM221848
	REDEMPTION DATE	27 NOVEMBER 1996
	TOTAL ARREARS	$7,943.22
C)	PROPERTY ADDRESS	51 FULLERTON AVENUE
	SERIAL NUMBER	03 02370 5850
	BRIEF LEGAL DESCRIPTION	PLAN 367, PT LOT 15, PT LOT 16
	DATE OF REGISTRATION	27 NOVEMBER 1995
	INST # OF TAX ARREARS CERTIFICATE	VM221849
	REDEMPTION DATE	27 NOVEMBER 1996
	TOTAL ARREARS	$5,917.33
D)	PROPERTY ADDRESS	746 RYMAL ROAD EAST
	SERIAL NUMBER	06 07610 1120
	BRIEF LEGAL DESCRIPTION	CON 1 PT LOT 11 GL HAM
	DATE OF REGISTRATION	4 DECEMBER 1995
	INST # OF TAX ARREARS CERTIFICATE	LT395163
	REDEMPTION DATE	4 DECEMBER 1996
	TOTAL ARREARS	$33,892.44
E)	PROPERTY ADDRESS	61 FULLERTON AVENUE
	SERIAL NUMBER	03 02370 6000
	BRIEF LEGAL DESCRIPTION	PLAN 367 PT LOT 18 PT LOT 19
	DATE OF REGISTRATION	4 DECEMBER 1995
	INST # OF TAX ARREARS CERTIFICATE	VM222473
	REDEMPTION DATE	4 DECEMBER 1996
	TOTAL ARREARS	$8,548.49
F)	PROPERTY ADDRESS	198 JULIAN AVENUE
	SERIAL NUMBER	05 03820 8750
	BRIEF LEGAL DESCRIPTION	PLAN 534 LOT 137 PT LOT 136
	DATE OF REGISTRATION	7 DECEMBER 1995
	INST # OF TAX ARREARS CERTIFICATE	VM222650
	REDEMPTION DATE	7 DECEMBER 1996
	TOTAL ARREARS	$8,880.58
G)	PROPERTY ADDRESS	229 KENILWORTH AVENUE NORTH
	SERIAL NUMBER	04 03155 5400
	BRIEF LEGAL DESCRIPTION	PLAN 395, BLK 2 LOT 46 TO LOT 48
	DATE OF REGISTRATION	8 DECEMBER 1995
	INST # OF TAX ARREARS CERTIFICATE	VM222739
	REDEMPTION DATE	8 DECEMBER 1996
	TOTAL ARREARS	$139,022.05

H)

SERIAL NUMBER	03 02155 3460
BRIEF LEGAL DESCRIPTION	RP1433, PT LOTS 24 & 25
DATE OF REGISTRATION	18 DECEMBER 1995
INST # OF TAX ARREARS CERTIFICATE	VM223221
REDEMPTION DATE	18 DECEMBER 1996
TOTAL ARREARS	$9,687.72

I)

PROPERTY ADDRESS	861 QUEENSDALE AVENUE EAST
SERIAL NUMBER	06 06250 6840
BRIEF LEGAL DESCRIPTION	PLAN 775 PT LOT 19 PT LOT 20 PT LOT 21
DATE OF REGISTRATION	18 DECEMBER 1995
INST # OF TAX ARREARS CERTIFICATE	LT396121
REDEMPTION DATE	18 DECEMBER 1996
TOTAL ARREARS	$10,401.26

J)

PROPERTY ADDRESS	1 AGNES STREET
SERIAL NUMBER	04 03145 1050
BRIEF LEGAL DESCRIPTION	PLAN 395 BLK G PT LOTS 26 27 & 28
DATE OF REGISTRATION	18 DECEMBER 1995
INST # OF TAX ARREARS CERTIFICATE	VM223213
REDEMPTION DATE	18 DECEMBER 1996
TOTAL ARREARS	$7,414.75

K)

PROPERTY ADDRESS	305 JACKSON STREET WEST
SERIAL NUMBER	01 00940 2630
BRIEF LEGAL DESCRIPTION	SURVEY J MILLS BLK W RANGE 2 PT LOT 13
DATE OF REGISTRATION	27 NOVEMBER 1995
INST # OF TAX ARREARS CERTIFICATE	VM221851
REDEMPTION DATE	27 NOVEMBER 1996
TOTAL ARREARS	$6,077.07

L)

PROPERTY ADDRESS	133 BIRCH AVENUE
SERIAL NUMBER	03 02345 2840
BRIEF LEGAL DESCRIPTION	PLAN 560 PT LOT 49 PT LOT 50
DATE OF REGISTRATION	27 NOVEMBER 1995
INST # OF TAX ARREARS CERTIFICATE	VM221846
REDEMPTION DATE	27 NOVEMBER 1996
TOTAL ARREARS .	$8,605.48

M)

PROPERTY ADDRESS	29 CUMBERLAND AVENUE
SERIAL NUMBER	03 02410 5550
BRIEF LEGAL DESCRIPTION	PLAN 433 PT LOT 24
DATE OF REGISTRATION	4 DECEMBER 1995
INST # OF TAX ARREARS CERTIFICATE	VM222477
REDEMPTION DATE	4 DECEMBER 1996
TOTAL ARREARS	$8,891.54

N)

PROPERTY ADDRESS	30 LINDEN STREET
SERIAL NUMBER	04 02855 6860
BRIEF LEGAL DESCRIPTION	PLAN 414 LOT 14 LOT 13 PT LOT 12
DATE OF REGISTRATION	4 DECEMBER 1995
INST # OF TAX ARREARS CERTIFICATE	VM222476
REDEMPTION DATE	4 DECEMBER 1996
TOTAL ARREARS	$52,689.74

O)

PROPERTY ADDRESS	49 FRANCIS STREET
SERIAL NUMBER	03 02220 5310
BRIEF LEGAL DESCRIPTION	PLAN 209 PT LOT 75
DATE OF REGISTRATION	7 DECEMBER 1995
INST # OF TAX ARREARS CERTIFICATE	VM222649
REDEMPTION DATE	7 DECEMBER 1996
TOTAL ARREARS	$6,372.09

P)

PROPERTY ADDRESS	707 RENNIE STREET
SERIAL NUMBER	05 05010 1210
BRIEF LEGAL DESCRIPTION	PLAN 616 LOT 88
DATE OF REGISTRATION	18 DECEMBER 1995
INST # OF TAX ARREARS CERTIFICATE	VM223215
REDEMPTION DATE	18 DECEMBER 1996
TOTAL ARREARS	$11,632.76

Q)

PROPERTY ADDRESS	16 HOLLYWOOD AVENUE NORTH
SERIAL NUMBER	01 00320 0700
BRIEF LEGAL DESCRIPTION	PLAN 467 LOT 342 PT LOT 341 & 343
DATE OF REGISTRATION	21 AUGUST 1996
INST # OF TAX ARREARS CERTIFICATE	VM233299
REDEMPTION DATE	21 AUGUST 1997
TOTAL ARREARS	$10,352.19

R)

PROPERTY ADDRESS	193 PROSPECT STREET SOUTH
SERIAL NUMBER	03 02530 4440
BRIEF LEGAL DESCRIPTION	PLAN 439 PT LOTS 54, 55 & 56
DATE OF REGISTRATION	18 DECEMBER 1995
INST # OF TAX ARREARS CERTIFICATE	VM223218
REDEMPTION DATE	18 DECEMBER 1996
TOTAL ARREARS	$9,399.89

D.

CITY OF HAMILTON

-RECOMMENDATION-

DATE: 1996 September 13th

REPORT TO: Alderman B. Charters, Chairman & Members,
Finance and Administration Committee

FROM: Susan K. Reeder, Secretary,
Finance and Administration Committee

SUBJECT: **Information Items**

RECOMMENDATION:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

(a) Information Report - City Clerk - Grey Cup '96 - Quarterly Financial Report - report dated 1996 August 16th

(b) Information Report - Treasurer - Status of Unclassified Revenue and Expenditures as at 1996 July 31st - report dated 1996 August 15th

(c) Information Report - Treasurer - Status of Hosting, Receptions and Related Accounts as at 1996 July 31st - report dated 1996 August 15th

(d) Information Report - City Solicitor - Law Department Quarterly Report as at 1996 June 30th - report dated 1996 September 10th

(e) Information Report - Fire Chief - Fire Department Quarterly Report as at 1996 June 30th - report dated 1996 September 10th

(f) Information Report - Chief Administrative Officer and Director of Property - Property Department Quarterly Report as at 1996 June 30th - report dated 1996 September 11th

(g) Information Report - City Clerk - City Clerk's Department Quarterly Report as at 1996 June 30th - report dated 1996 September 10th

(h) Information Report - Director of Information Systems - Information Systems Department Quarterly Report as at 1996 June 30th - report dated 1996 September 12th

(i) Information Report - Financial Accounts and other non-Departmental Budgets Quarterly Report as at 1996 June 30th - report dated 1996 September 12th

(j) Information Report - Legislative Quarterly Report as at 1996 June 30th - report dated 1996 September 12th

(k) Information Report - H.E.C.F.I. Quarterly Report as at 1996 June 30th - report dated 1996 July 29th

(l) Information Report - C.A.O. Department Quarterly Report as at 1996 June 30th - report dated 1996 September 12th

(m) Information Report - Chief Administrative Officer and Commissioner of Human Resources - Human Resources Quarterly Report as at 1996 June 30th - report dated 1996 September 9th

(n) Information Report - Treasurer - Treasury Department Quarterly Report as at 1996 June 30th - report dated 1996 September 11th

(o) Information Report - Hamilton Public Library Board Quarterly Report as at 1996 June 30th - report dated 1996 September 11th

(p) Information Report - Treasurer - Requested Information Report - Downtown Taxes - report dated 1996 September 13th

(q) Information Report - Chief Administrative Officer and Director of Property - Mechanical/Electrical Upgrade - Central Memorial - report dated 1996 August 2nd

Susan K. Reeder

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure followed for these matters is recorded.

URBAN/MUNICIPAL
CA4 ON HBL A05
C51 F31
1996

Urban/Municipal Librarian
Hamilton Public Library
2nd Floor

NOTICE OF MEETING

URBAN MUNICIPAL
SEP 30 1996
GOVERNMENT DOCUMENTS

FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, 1996 October 1
1:30 o'clock p.m.
Room 233, City Hall

Susan K. Reeder.

Susan K. Reeder, Secretary
Finance and Administration Committee

AGENDA

A. **DELEGATION - HAMILTON HARBOUR COMMISSIONERS**

Referral from City Council - 1995 Annual Report - The Hamilton Harbour Commission

1. **IN CAMERA AGENDA**

2. **CONSENT AGENDA**

3. **MAYOR ROBERT M. MORROW**

   (a) The India-Canada Society of Hamilton and Region - Gandhi Peace Festival - Grant (copy to follow)

   (b) Letter of Greeting and Grant - NHL Oldtimers Benefit Hockey Game Souvenir Program - Hamilton East Kiwanis Club - Camp Maple Leaf (copy to follow)

   (c) Canadian Institute of International Affairs Conference - Hosting Reception (copy to follow)

4. **REFERRALS FROM CITY COUNCIL**

   (a) Revisions to City of Hamilton realty and business tax collection procedures

      (i) Recommendation - Treasurer - Revisions to City of Hamilton realty and business tax collection procedures - report dated 1996 September 12th

(b) Acquisition and Demolition of Property at 571 Kenilworth Avenue North

(i) Information Report - Director of Planning and Development and Director of Property - Acquisition Program for the Stapleton Residential Enclave - report dated 1996 August 1st

(ii) Information Report - Chief Administrative Officer and Director of Property - 555 Kenilworth Avenue North - Property within Stapleton Enclave - report dated 1996 September 6th

(iii) Recommendation - Chief Administrative Officer and Director of Property - Option to Purchase - 571 Kenilworth Avenue North from Andrew R. Kay (Single Family residence in Stapleton Enclave) and subsequent demolition - report dated 1996 July 15th

5. **CITY CLERK**

Regulation of Second Level Lodging Homes by the Regional Municipality of Hamilton-Wentworth

6. **OTHER BUSINESS**

7. **ADJOURNMENT**

A.

OFFICE OF THE CITY CLERK

MEMORANDUM

****

TO: Susan K. Reeder, Secretary
Finance and Administration Committee

YOUR FILE:

FROM: Mr. J. J. Schatz
City Clerk
Office of the City Clerk

OUR FILE:
PHONE: 546-2727

SUBJECT: Referral - 1995 Annual Report -
The Hamilton Harbour Commission

DATE: 1996 September 25

This will confirm that City Council at its meeting held Tuesday, 1996 September 24th were in receipt of correspondence dated 1996 September 12th from the Hamilton Harbour Commissioners respecting their 1995 Annual Report.

Please be advised that this correspondence was referred to the Finance and Administration Committee.

Would you please ensure that this correspondence is placed before your Committee.

Susan K. Reeder
JJS/SKR for J. J. Schatz.

Attachment

605 James St. N.
Hamilton, Ontario, Canada
L8L 1K1

Phone Numbers
Hamilton 905-525-4330
Inwats 1-800-263-2131

Fax Numbers
Administration 905-528-6282
General Office 905-528-6554

The Hamilton Harbour Commissioners

September 12, 1996

Mr. J. Schatz
City Clerk
The Corporation of the City of Hamilton
City Hall
71 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Mr. Schatz,

Please find enclosed for your information a copy of our 1995 Annual Report.

If you have any questions or comments regarding this report, please call at your convenience.

Yours very truly,
THE HAMILTON HARBOUR COMMISSIONERS

D. M. Beattie
Chairman

Laurel Wilson
Commissioner

P. J. Dillon
Commissioner

DMB:ah
WP:J:\AR.95

Enc.

ANNUAL REPORT 1995



The Hamilton
Harbour
Commissioners



Chairman
D.M. Beattie

Commissioner
P.J. Peterson

Commissioner
P.J. Dillon

Port Director
R.R. Hennessy, P. Eng.

The Hamilton
Harbour
Commissioners

ANNUAL REPORT 1995



ON OUR COVER: An impressive stone sculpture dominates the broad steps leading to the vintage 1950s building that houses the Hamilton Harbour Commissioners offices. The Indian at the prow of a canoe is a nod to the early years of Hamilton Harbour, once called Macassa Bay for the natives who settled there. The cannons along the sides represent the important role that the Bay played during the War of 1812.

Featured above and throughout this report are details of the stone carvings that grace the entry to the Hamilton Harbour Commissioners building. The blocks depict the evolution of shipping in the area, from early canoes and sailing vessels through steamships and modern ocean going cargo vessels.

From the sixth floor of the building, The Harbour Commissioners' offices command a panoramic view of the current harbour and cities of Hamilton and Burlington.

REPORT FROM THE CHAIRMAN AND THE PORT DIRECTOR

The Port of Hamilton handled 11,960,284 tonnes of overseas and domestic cargo in 1995. This amounts to a 6% decrease in overall tonnage from the previous year. Overseas cargo dropped 15%, a disappointing but not unexpected event due to the surge in tonnage the previous year. On a positive note, at 1,560,342 tonnes, the Port's overseas cargo volume still represented the third best year since our incorporation in 1912.

Domestic and U.S. cargo volumes, at 10,399,942 tonnes, were also down slightly. This can be attributed to inventory fluctuations in the raw materials imported by the Port's waterfront industries.



R.R. Hennessy, Port Director
and D.M. Beattie, Chairman

Navigation for the 1995 shipping season in Hamilton commenced on March 25, a week earlier than usual, with the arrival of the M.V. "Canadian Progress" carrying coal to Pier 21. Interestingly, the Port's first overseas vessel, the "Lt Argosy", arrived the same day bringing a load of steel from Genoa, Italy.

Navigation closed on December 24 with the departure of the M.V. "Halifax", which unloaded ore at Pier 16. In total, 680 commercial vessels called at the Port in 1995. Port revenues fell slightly in 1995 to $10.7 million, a reflection of decreased cargo tonnage. Major expenditures at the Port for the year included $5,516,935 on new construction and capital works and an additional $1,720,712 for the maintenance of the Port's existing infrastructure. Again, in 1995, the Port held the line on cargo rates and berthage charges to its users; these rates have not increased since 1990.

In 1995 the tenanted lands of the Commissioners generated $2,483,317 in property tax revenues for the City of Hamilton.

The Commissioners' engineering staff assisted the City of Burlington by managing the construction of extensive repairs and improvements to the City's LaSalle Dock (Pier 34). In addition, the Commissioners continued their efforts in the environmental restoration of Hamilton Harbour by administering, on behalf of the Fish Habitat

Restoration Program, the construction of fish habitat, shoreline improvement and public access in two locations. These works, costing some 1.86 million dollars at LaSalle Park and $665,000 at Pier site 30 adjacent to the Canada Centre for Inland Waters, were funded by the Great Lakes Clean-up Fund and the Province of Ontario. These two projects provide a tremendous start to the replacement of natural shoreline in the harbour. These works have been designed in a fashion to co-exist and enhance the ongoing commercial and industrial expansion of the Port.

Small craft and recreational boat services continued in 1995 at or slightly above levels seen the previous year. Occupancy rate at Harbour West Marina increased marginally, while launches at Fisherman's Pier stood at 3,590. Enrollment at our Harbour West Sailing School was 2,500 students for the season.

Harbour West is a full service recreation and commercial facility operated by the Commissioners. A wide range of recreational boating services, from sailing lessons to major boat repairs and restoration are offered. The complex is also home to the Leander Rowing Club, The Royal Hamilton Yacht Club and the Hamilton & District Chamber of Commerce.

The Port continued to actively support a number of trade associations during the year. These included the Canadian Port and Harbour Association, the American Association of Port Authorities and the Chamber of Maritime Commerce, as well as The Hamilton & District Chamber of Commerce.

The Port of Hamilton Spill Control Group also remained active throughout 1995 with 16 members representing the waterfront's liquid bulk handlers.

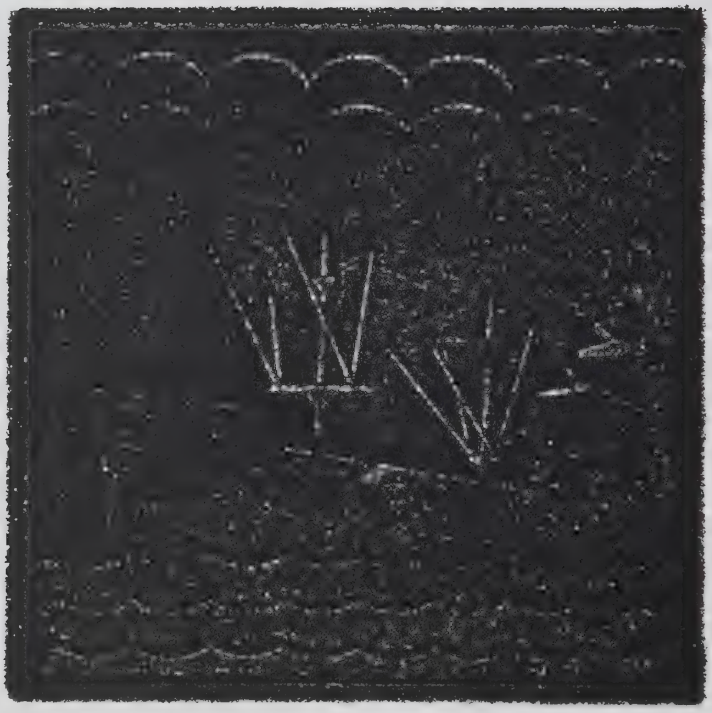
We would like to thank Commissioners Peter Peterson and Pat Dillon for their efforts and support over the past year. Similarly, the Port's garage, dockyard and maintenance workers, together with our office and management staff, were largely responsible for the posting of another successful operating year at the Port.

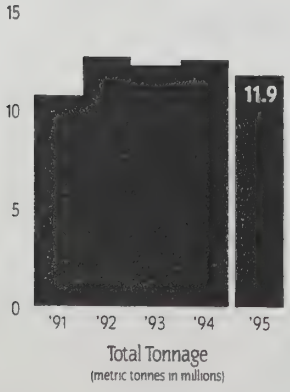
We are pleased to report that the Port of Hamilton continues to be financially strong, competitive and customer oriented. We are confident that the Port is well positioned to maintain stable rates to customers while achieving long term growth and building a better waterfront to meet the needs of all its users.

D. M. Beattie
Chairman

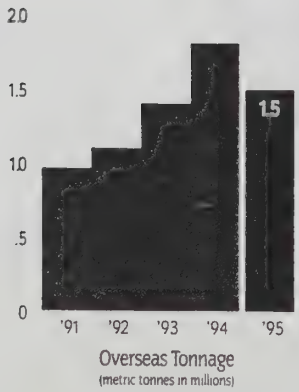
R. R. Hennessy
Port Director

FIVE YEAR SUMMARY

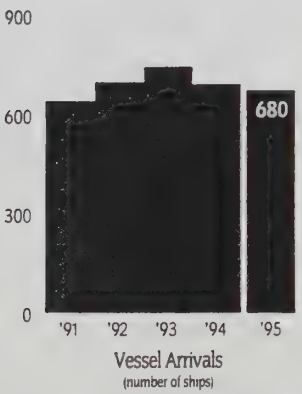




Total Tonnage
(metric tonnes in millions)



Overseas Tonnage
(metric tonnes in millions)



Vessel Arrivals
(number of ships)



BALANCE SHEET

as at December 31, 1995

	1995 $	1994 $
Assets		
Current Assets		
Cash	235,893	540,639
Accounts receivable -		
Trade	1,170,362	1,371,023
Interest	451,154	254,686
Other	171,455	185,619
Inventories	112,109	90,052
Prepaid expenses	127,572	124,799
Current portion of investment in Capital lease	72,665	53,333
	2,341,210	2,620,151
Net investment in Capital Lease (Note 3)	695,912	769,227
Investments Appropriated for Future Harbour Improvements (Note 4)	10,399,956	11,149,262
Fixed Assets (Note 5)	56,084,568	52,528,068
	69,521,646	67,066,708
Liabilities		
Current Liabilities		
Accounts payable and accrued liabilities	1,095,169	1,029,190
Current portion of debentures payable (Note 6)	50,000	50,000
Current portion of long-term debt	-	76,358
	1,145,169	1,155,548
Debentures Payable (Note 6)	175,000	225,000
	1,320,169	1,380,548
Equity		
General Capital	57,801,521	54,536,898
Reserve for Future Harbour Improvements (Note 4)	10,399,956	11,149,262
	68,201,477	65,686,160
	69,521,646	67,066,708

STATEMENT OF GENERAL CAPITAL

for the Year Ended December 31, 1995

	1995 $	1994 $
General Capital - Beginning of Year	54,536,898	51,382,061
Excess of revenue over expenses for the year	2,515,317	3,600,886
	57,052,215	54,982,947
Allocation from (to) reserve for future harbour improvements (Note 4)	749,306	(446,049)
General Capital - End of Year	57,801,521	54,536,898

H H C

STATEMENT OF REVENUE AND EXPENSE

for the Year Ended December 31, 1995

	1995	1994
	$	$
Revenue from Operations	9,712,981	10,535,432
Operating Expenses	3,827,670	3,717,961
Income from Operations	5,885,311	6,817,471
Administrative, Office and General Expenses	2,394,048	2,117,169
Interest on Debentures Payable	10,545	12,892
Depreciation	1,960,435	1,809,340
Financing Income from Capital Leases	(47,770)	(32,556)
Other Income	(947,264)	(690,260)
Excess of Revenue Over Expenses for the Year	2,515,317	3,600,886

AUDITORS' REPORT TO THE COMMISSIONERS

We have audited the balance sheet of The Hamilton Harbour Commissioners as at December 31, 1995 and the statements of revenue and expense, general capital and changes in financial position for the year then ended. These financial statements are the responsibility of the corporation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the corporation as at December 31, 1995 and the results of its operations and the changes in its financial position for the year then ended in accordance with generally accepted accounting principles.

Further, in our opinion, the transactions of the Corporation that have come to our notice during our examination of the financial statements have, in all material respects, been in accordance with Section 29 of "The Hamilton Harbour Commissioners' Act".

Hamilton, Ontario
March 8, 1996

Coopers & Lybrand
Chartered Accountants

STATEMENT OF CHANGES IN FINANCIAL POSITION

for the Year Ended December 31, 1995

	1995 $	1994 $
Operating Activities		
Excess of revenue over expenses for the year	2,515,317	3,600,886
Items not affecting cash -		
Depreciation	1,960,435	1,809,340
Gain on disposal of fixed assets	(3,005)	(14,610)
	4,472,747	5,395,616
Decrease in non-cash working capital items related to operations	59,506	317,078
Cash Provided By Operating Activities	4,532,253	5,712,694
Investing Activities		
Purchase of fixed assets	(5,516,935)	(5,727,218)
Proceeds on disposal of fixed assets	3,005	851,150
Decrease (increase) in investments appropriated for future Harbour improvements	749,306	(446,049)
Decrease (increase) in net investment in Capital lease	53,983	(822,560)
Collection of promissory note receivable	-	460,000
Cash Used In Investing Activities	(4,710,641)	(5,684,677)
Financing Activities		
Repayment of debentures payable	(50,000)	(50,000)
Decrease in long-term debt	(76,358)	(78,000)
Cash Used In Financing Activities	(126,358)	(128,000)
Net Decrease in Cash	(304,746)	(99,983)
Cash - Beginning of Year	540,639	640,622
Cash - End of Year	235,893	540,639

H H C

NOTES TO FINANCIAL STATEMENTS

for the Year Ended December 31,1995

1. The Hamilton Harbour Commissioners' Act

The Hamilton Harbour Commissioners ("the Commissioners") is a corporation established and operated pursuant to The Hamilton Harbour Commissioners Act, 2 George V c.98, 1912. The Commissioners mandate is to govern and develop the harbour of Hamilton for the purposes of the Act and to provide a harbour with full facilities for the transportation industry.

2. Significant Accounting Policies

(a) Fixed assets

Fixed assets are recorded at acquisition cost. Depreciation is provided on a straight-line basis at rates designated to amortize the cost over the useful lives of the assets as follows:

Docks and improvements	2 - 20%
Buildings	2 1/2 - 20%
Equipment and vessels	10 - 20%

(b) Capital development in process

The Commissioners include all costs to develop an asset in the capital development in process category until the project is substantially complete. At that time, the asset is transferred to fixed assets and depreciation is taken according to established policy.

(c) Inventories

Inventories of merchandise are recorded at the lower of cost, determined on a first-in, first-out, basis and replacement cost.

(d) Government grants

Government grants are recorded when receivable as an increase in general capital.

3. Capital Lease

In 1994, the Commissioners acquired certain crane equipment and entered into a five year direct financing lease.

Financing income related to the direct financing lease is recognized in a manner that produces a constant rate of return on the investment in the lease. The investment in the lease for purposes of income recognition is composed of net minimum lease payments and unearned financing income.

The net investment in the lease includes the following:

Total minimum lease payments receivable:

	$
1996	117,000
1997	117,000
1998	117,000
1999	548,603
	899,603
Unearned income	(131,026)
	768,577
Current portion	(72,665)
	695,912

4. Reserve for Future Harbour Improvements

During the year, the Commissioners transferred $749,306 from the reserve for future harbour improvements. The balance in the reserve, amounting to $10,399,956, is set aside for future capital expenditures. The reserve funds are invested in short-term deposits.

In 1995, the Commissioners approved a five year capital budget in the aggregate amount of $30,010,000.

5. Fixed Assets

	1995			1994
	Cost $	Accumulated Depreciation $	Net $	Net $
Land	17,870,533	-	17,870,533	17,870,533
Docks and harbour improvements	37,799,581	16,442,318	21,357,263	22,024,175
Buildings	16,943,344	9,089,927	7,853,417	4,155,934
Equipment and vessels	6,898,902	5,533,349	1,365,553	903,345
Capital development in progress	7,637,802	-	7,637,802	7,574,081
	87,150,162	31,065,594	56,084,568	52,528,068

6. Debentures Payable

	1995 $	1994 $
4 1/8% Government of Canada debentures payable, to be repaid before the year 2005	225,000	275,000
Less: Current portion	50,000	50,000
	175,000	225,000

7. Pension Plans

The corporation has non-contributory defined benefit pension plans for salaried employees and C.U.P.E. Local 958 members. Pension costs are computed on the projected benefit method based on an average expected remaining service life of the employee groups of 16 years for salaried employees and 19 years for C.U.P.E. Local 958 members.

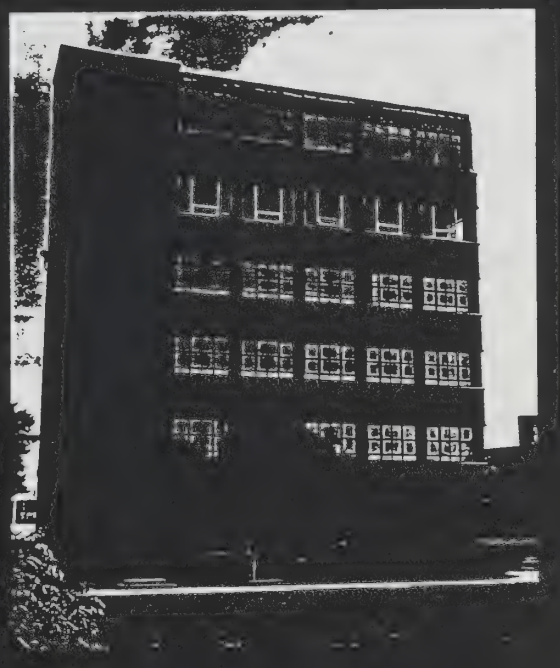
The status of the plans, based on year end estimates provided by the corporation's actuary, are as follows:

	Salaried Employee Plan $	C.U.P.E. Employee Plan $
Pension fund assets - at market value	4,782,985	416,648
Projected benefit obligation	4,046,284	246,137

The excess of pension fund assets over the projected benefit obligation of the plans is expected to be utilized to fund current service contributions and/or enhance future pension benefits.

8. Comparative Figures

Certain comparative figures on the balance sheet have been restated to give effect to current year's presentation.



The Hamilton Harbour Commissioners

605 James St. North,
Hamilton, Ontario, Canada L8L 1K1

Telephone: (905) 525-4330
or 1-800-263-2131

Main Office - Fax: (905) 528-6282
Harbour Operations - Fax: (905) 525-7258

Harbour West Marine Dockyard
Fax: (905) 527-8132

Harbour West Sailing Adventures
Fax: (905) 525-2298

4. (a.)

OFFICE OF THE CITY CLERK

MEMORANDUM

****

TO: Susan K. Reeder, Secretary
Finance and Administration Committee

YOUR FILE:

FROM: Mr. J. J. Schatz
City Clerk
Office of the City Clerk

OUR FILE:
PHONE: 546-2727

SUBJECT: Referral back - Revisions to City of Hamilton realty and business tax collection procedures

DATE: 1996 September 25

This will confirm that City Council, at its meeting held Tuesday, 1996 September 24th, referred back Section 12 of the Fifteenth Report of the Finance and Administration Committee respecting the above-noted matter as follows:

(a) That the City engage the services of ABS Bailiff Service for the collection of outstanding business tax accounts effective 1996 October 1; and,

(b) That the City engage the services of P.D. Merrell Bailiff Inc. for the collection of business taxes on behalf of the City of Hamilton subject to the Courts providing judicial consent to this firm to practise as bailiffs in the Region of Hamilton Wentworth; and,

(c) That the Treasurer be authorized to approve the use of Trust accounts by the bailiffs for depositing taxes collected on the City's behalf in order to minimize the administrative effort required in this area; and,

(d) That the City Solicitor be authorized and directed to prepare the necessary agreements for execution; and,

(e) That in addition to utilizing bailiffs for the collection of outstanding business taxes, the Treasurer be authorized to use bailiffs for the collection of outstanding realty taxes on commercial/industrial properties where other collection procedures may not be appropriate or adequate to effect payment of the account; and,

(f) That the Revised City of Hamilton Business and Realty Tax Collection Procedures be approved, attached herewith and marked Appendix "A".

Would you please ensure that this matter is placed before the Finance and Administration Committee.

Susan K. Reeder
for J. J. Schatz.

cc A. Ross, City Treasurer

4. (a.) (i)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 September 12

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Revisions to City of Hamilton realty and business tax collection procedures

RECOMMENDATION:

1) That the City engage the services of ABS Bailiff Service for the collection of outstanding business tax accounts effective October 1, 1996.

2) That the City engage the services of P.D. Merrell Bailiff Inc. for the collection of business taxes on behalf of the City of Hamilton subject to the Courts providing judicial consent to this firm to practise as bailiffs in the Region of Hamilton Wentworth.

3) That the Treasurer be authorized to approve the use of Trust accounts by the bailiffs for depositing taxes collected on the City's behalf in order to minimize the administrative effort required in this area.

4) That the City Solicitor be authorized and directed to prepare the necessary agreements for execution.

5) That in addition to utilizing bailiffs for the collection of outstanding business taxes, the Treasurer be authorized to use bailiffs for the collection of outstanding realty taxes on commercial/industrial properties where other collection procedures may not be appropriate or adequate to effect payment of the account.

6) That the revised City of Hamilton business and realty tax collection procedures be approved as outlined in Appendix 'A".

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: Potential savings in collection fees for the City since the Bailiff charges fees against the defaulting taxpayer

App'd by Committee 1996 Sept 17

Rejected back by Council 1996 Sept 24

BACKGROUND:

In November 1995, the City of Hamilton entered into an agreement with ABS Bailiff Services to assist in the collection of outstanding business taxes in accordance with a pilot project which was approved by Council. Based on the success of this project, City Council approved a staff recommendation that " Letters of Interest" for the on-site collection of outstanding business taxes be requested from Bailiffs licensed to operate in the City of Hamilton in order to provide for the expansion of the present program on a permanent basis. The extension of the present agreement with ABS Bailiff Services was also approved to September 30, 1996 in order to give staff an opportunity to review the submissions and make an appropriate recommendation.

The Treasury Department received 2 responses to this request for proposals. One response was from ABS Bailiff Services who are presently being utilized by the City on a temporary basis under the pilot project. The other response was from a firm in Richmond Hill known as P.D. Merrell Bailiff Inc. This firm specializes almost exclusively in the collection of municipal taxes and has a staff of 16 employees including 8 licensed bailiffs. They have submitted a list of 37 municipalities for whom they collect taxes including the Cities of North York, East York, Oakville, Toronto and Vaughan.

Both of these firms have been able to meet the City's criteria of $ 5,000,000.00 for general liability insurance and $ 500,000.00 for employee dishonesty insurance. However, P.D. Merrell Bailiff Inc. is not presently licensed to practise in the Hamilton Wentworth Region and their firm would have to make application to the Courts for judicial consent to collect business taxes on the City's behalf. In order for the City to effectively implement its collection objectives, more than one bailiff firm is required due to the number of delinquent accounts. Accordingly, staff are recommending that the City engage the services of ABS Bailiff Services effective October 1, 1996 and the services of P.D. Merrell Bailiff Inc. providing they receive the necessary Court approvals. The City would be providing a letter to the Court outlining our proposed use of this firm in the collection of City accounts. The City will utilize the services of both firms. Accounts will be assigned initially as required on an equal basis, and the distribution of accounts will be subsequently adjusted on the ongoing performance of each bailiff.

The bailiffs have been interviewed and advised of our expectations with respect to their appearance and professionalism in the collection of City accounts. The request for proposal also provided that the City reserves the right to cancel on 30 days written notice if the performance of the service is not to the City's satisfaction. These terms and conditions will be incorporated into the final agreement with the bailiffs.

Both bailiff firms have requested the City consider allowing them to operate by means of a Trust account for depositing taxes collected on our behalf. This will enable them to monitor returned cheques, follow up on delinquent payments on a timely basis, make the appropriate calculations for bailiff fees and remit the net balance due to the City. This will

reduce or eliminate this process currently undertaken by City staff and allow them to focus their efforts in other collection areas. Under the proposed agreement, the bailiffs will be required to provide $ 500,000.00 in employee dishonesty insurance coverage. Changes to the system are also being considered which would restrict the dollar amount of warrants assigned to each bailiff at any given time in accordance with the insurance coverage limits.

Staff are therefore recommending that the bailiffs be allowed to operate a Trust account with the provision that the amounts assigned will not exceed the insurance limits.

The City also has certain commercial/industrial properties where the City's current realty tax collection policies and procedures may not be appropriate or adequate to effect the payment of these delinquent accounts. The use of a bailiff to assist in the collection of accounts of this nature is permitted under current Legislation. It is therefore being recommended that the current realty tax collection procedures be revised to authorize the Treasurer to utilize the services of bailiffs in certain instances to assist in the collection of realty taxes for commercial/industrial properties.

The results of the pilot project have shown that the use of bailiffs to collect taxes is a very efficient means of collection which ultimately results in savings to the City in collection fees since bailiff costs are assessed against the defaulting taxpayer. Accordingly, staff are recommending that the program be expanded to allow for the greater use of bailiffs and that the City's collection procedures for both realty and business tax accounts be amended as indicated in bold on the attached Appendix "A". Due to the number of delinquent accounts, it may not be practical to have warrants issued on <u>all</u> outstanding business tax accounts in arrears after the pre-levy and levy billings in 1997. Therefore, we will be continuing to use the "special program" offered by the Financial Collection Agencies for those smaller accounts of less than $ 1,000 - $ 1,500 depending on the volumes at that time.

Amendments have also been made to the procedure for issuing final notices. In the past, all business taxpayers received a final notice even though their account had previously been forwarded to the collection agency or the bailiff for collection. While the City is obliged under the Legislation to forward a tax bill, the reminder notice is not a legal requirement. Under the recommended revised procedure, taxpayers who have prior years arrears will receive a message on their bill advising them to pay arrears to the bailiff or collection agency. A final notice for the current tax portion will not be sent but the bailiff and the collection agency will receive updated information at the time of the billing advising of the current status of the account. It is anticipated that this change will enable staff and our agents to act sooner on these delinquent account and hopefully enhance the chances of collection.

c.c. P. Noé Johnson, City Solicitor

CITY OF HAMILTON
TREASURY DEPARTMENT

REALTY TAX COLLECTION PROCEDURES

1. Realty tax instalment bills are forwarded to the owner or agent of each taxable property in the first weeks of February, March, May and September. The taxpayer has the option in February and May of paying two instalments at once thereby taking advantage of a prepayment discount offered by the City. Alternatively the instalment due dates are the last working days of February, March, June and September.

2. Throughout the year any arrears carried forward from previous current year instalments or outstanding balances from previous years are shown on the tax bill as arrears and included in the total amount due.

3. Personalized letters from the Treasurer or Tax Collector are forwarded in July of each year to all property owners with outstanding accounts in excess of **$20,000**.

4. In December of each year reminder notices are sent out to the assessed address and the most recent change of address shown on the City's tax records, for all amounts outstanding greater than or equal to $25.

*5. All accounts that will become two years in arrears in January of the following year are sent notices in November of the current year advising of the potential for tax registration procedures on the property.

6. All accounts that will become three years in arrears in January of the following year are sent notices in November of the current year with respect to pending tax registration procedures. The owners are advised to pay that portion of the tax that would become three years in arrears in January.

7. Consideration/use of rent attornment in circumstances where taxes are outstanding and rent continues to be paid to the landlord. **Consider the use of bailiffs for the collection of outstanding realty taxes on accounts on commercial/industrial properties where other collection procedures may not be appropriate or adequate to effect payment of the account.**

8. In January all of those properties that have become three years in arrears and have made no arrangement with the Tax department to remit payment on the account are again notified of the situation. At this point they are advised that the City will proceed to register the property for tax arrears, should no payment be made or arrangement agreed upon.

9. A final notice in the form of a personalized letter from the Treasurer or Tax Collector will be forwarded to the assessed owner prior to the registration of the tax arrears certificate.

10. Once the tax arrears certificate is registered on the property the owner(s) has one full year from date of registration to make payment on the taxes in full. During that year all interested parties as registered on the title of the property, the Sheriff's office and tenants according to the assessment roll are notified of the existing tax arrears certificate on the property.

11. After the one year redemption period expires the file is forwarded to our Law Department to ensure compliance with respect to notification as specified by the act. Once the Law Department verifies that the requirements of the Act have been carried out they advise the Tax section to proceed with the sale of the property.

12. The property is sold and upon completion of the sale the tax arrears are paid from the proceeds and the balance is forwarded to the court. Any balance remaining after the court satisfies any other lien holders on the property can be recovered by the original owner after their application to the court.

*Recommended revisions to collection procedures not implemented to date

1996 September 6
TWD:jc

CITY OF HAMILTON
TREASURY DEPARTMENT

BUSINESS TAX COLLECTION PROCEDURES

1. During the first weeks of February and May of each year, business tax bills for the pre-levy and levy instalments are forwarded to each business tax account as they appear on the most recently returned assessment roll. These bills are due on the last working day of the month in which they are levied.

2. Staff will attempt to make personal contact by telephone with the business taxpayers having outstanding accounts in excess of $5,000. in an effort to collect these accounts or make satisfactory arrangements.

3. Fifteen days after the pre-levy due date, a "final notice" is forwarded to all business tax accounts where the current year taxes remain outstanding. Accounts with prior years' arrears which have been previously assigned to a bailiff or collection agency will not receive a " final" notice. For these accounts, the collection agency will receive an updated accounting of the balances owing and revised warrants will be issued to the bailiffs.

4. **Fifteen days after the " final notice" is issued for the February pre-levy, warants are issued to the bailiffs for all accounts that are in arrears in excess of $ 1,000. The bailiffs will notify the City of any accounts which are out of business in order that staff can take the appropriate action including forwarding the account to the collection agency if further collection action is required.**

5. All other accounts that are not paid, confirmed out of business, or have not entered into an acceptable payment arrangement are forwarded to the collection agency on the "special program" in the first week of the month following the sending of the "final notice". During the next thirty day period each account on the program receives a notice from the collection agency and are contacted by phone.

6. The outstanding balances from the pre-levy billing are included in the May levy billing, and appear as arrears on those bills with a message indicating that arrears are to be paid to the bailiff or the collection agency.

7. **A "final notice" will be issued fifteen days after the levy due date for those accounts with no previous arrears. A final notice will not be issued to those accounts with outstanding arrears. For those accounts, the collection agency will receive an updated accounting of the balances owing and revised warrants will be issued to the bailiffs.**

   Fifteen days after the "final notice" is issued for the May levy, warrants will be produced and issued to the bailiffs for all accounts that are in excess of $ 1,000. The bailiffs will notify the City of out of business accounts in order that staff can take the appropriate action including collection action if appropriate.
   The balance of the outstanding accounts which are less than $ 1,000 will be forwarded to the collection agency on the "special program".

8. Following the July "special program", a reconciliation of accounts collected and outstanding is computed and the outstanding accounts are redirected to the collection agency for regular collection. At this juncture the collection agency works the accounts until:

   a) They are collected.

   b) It is confirmed that the business has ceased operation at this address, thereby requiring a tax appeal.

   c) The agency recommends legal action and requested permission to proceed with same.

   d) Alternate payment arrangements (e.g. post-dated cheque) are agreed.

   e) The agency recommends the account be written off as uncollectible.

9. As accounts are processed through the tax or assessment appeal systems, credits are applied to the accounts in accordance with the direction of the respective authoritative bodies.

10. **Utilize the services of bailiffs to make seizures, if necessary, where the collection agency is unable to enforce collection and the business continues to operate.**

11. As they are approved by City Council credits are applied to the accounts for recommended write offs.

1996 September 6
/TWD

4. (b)

OFFICE OF THE CITY CLERK

MEMORANDUM

****

TO: Susan K. Reeder, Secretary
Finance and Administration Committee

YOUR FILE:

FROM: S. G. Hollowell
Acting City Clerk
Office of the City Clerk

OUR FILE:
PHONE: 546-2727

SUBJECT: Referral back - acquisition and demolition of property at 571 Kenilworth Avenue North

DATE: 1996 August 29

This will confirm that City Council at its meeting held Tuesday, 1996 August 27th agreed to REFER BACK Sections 34 and 35 of the Fourteenth Report for 1996 of the Finance and Administration Committee as follows:

34. (a) That an Option to Purchase, executed by Andrew Richard Kay on 1996 July 8, and scheduled to close on or before 1996 September 30, for the lands situated in the City of Hamilton, being composed of Lots 428 and 429, Registered Plan 584, with a frontage of 15.24 metres (50.0 feet), more or less, by a depth of 30.48 metres (100.0 feet), more or less, municipally known as 571 Kenilworth Avenue North, be approved and completed for the purchase price of $60,000; and,

(b) That as consideration in the amount of $2 has been paid to the owner pursuant to the Option to Purchase document, this amount be deducted from the purchase price; and,

(c) That the Director of Property be authorized to proceed with the demolition of the existing single family dwelling at 571 Kenilworth Avenue North at a cost not to exceed $10,000 once vacant possession has been received; and,

(d) That the Finance and Administration Committee recommend the method of financing the purchase and demolition; and,

(e) That the Mayor and City Clerk be authorized and directed to execute all necessary documents.

35. That the City Treasurer be authorized to open a new Capital Project Account in relation to the acquisition and demolition of 571 Kenilworth Avenue North at an estimated amount of $70,000 and that this project be financed from the Reserve for Capital Projects CH 00203.

In this regard, would you please ensure that this matter is placed on the next Agenda for the Finance and Administration Committee.

S. G. Holland

SGH\SKR

cc J. Pavelka, Chief Administrative Officer
D. Vyce, Director of Property
A. Ross, City Treasurer

4.(b.)(i)

CITY OF HAMILTON

- INFORMATION -

DATE: 1996 August 1
(SS-RE)

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: V.J. Abraham, M.C.I.P., R.P.P.,
Director, Planning and Development Department

D. W. Vyce,
Director, Property Department

SUBJECT: Acquisition Program for the Stapleton Residential Enclave

BACKGROUND:

City Council, at its meeting of 1996 June 25, passed a resolution to purchase 571 Kenilworth North and in turn, sell it for industrial purposes. In addition, Council passed two resolutions as follows:

> "that given the current concerns for this particular location, staff be requested to report back to the Committee on the Stapleton Residential Enclave Program."
>
> and
>
> ...further that subject to the approval of reactivating the Stapleton residential Enclave program, that this be considered in the 1997 Capital Budget and Forecast consideration."

For the information of the Committee, the Stapleton Enclave is bounded By Stapleton Avenue on the west, Beach Road on the south, Burlington Street on the north and Kenilworth Avenue North on the east. These lands are both zoned and designated for industrial purposes.

- <u>History of the Stapleton Residential Enclave and Acquisition program</u>

The original residential enclaves study was undertaken in 1968. Residential enclaves are pockets of residential uses surrounded by industrial lands. In addition, these enclaves are

Rec'd
App'd by Committee 1996 Aug. 20
App'd by Council

generally designated and zoned for INDUSTRIAL purposes, since the long term intent was to develop these areas for industrial uses. The intent of the study was to review each of the enclaves to determine if the industrial planning controls were still suitable or perhaps some areas could be recognized for residential in the long term.

At that time, the City identified the Leeds, Biggar, Alpha and Stapleton Enclaves were not appropriate for residential uses and should be converted to industrial. The intent of the acquisition program was for the City to purchase these homes and then sell the land for industrial purposes.

In 1977, another major planning review was undertaken to determine if the priorities for acquisition were still justifiable. At that time, Stapleton was reaffirmed as a first priority for purchase.

In 1989, the City directed the Residential Enclave Acquisition program be placed on hold until such time as the purchase of homes in the Alpha West enclave was completed. The basis for the decision was the ever increasing gap between the cost of purchasing residential land and selling it for industrial purposes.

In 1991, the Department was directed to undertake a third review of the long term land use of these areas as well as the purchase by the City of these lands. After extensive public participation by the affected residents and businesses, City Council, at its meeting of June 30, 1992, approved the recommendation to abandon the acquisition program for the Leeds, Biggar and Stapleton Enclaves.

- Potential Purchase of 571 Kenilworth North

If the City purchases 571 Kenilworth North, the building should be demolished then the land should be sold for commercial or industrial uses that are permitted within the "K" (Heavy Industrial, etc.) District. Ideally, the City should consolidate 571 Kenilworth with the property to the south, 569 Kenilworth North, thereby, yielding larger parcel of land.

For the information of the Committee, the purchase and demolition of the building at 571 Kenilworth North will cost approximately $68,000. The City could potentially sell the land for $18,000.

- Potential Future Purchase of Other Properties within the Stapleton Enclave

Based on assessment records and inspection of the properties, there are a total of seven properties used for residential purposes within the Stapleton Enclave within the Stapleton Enclave (see the attached map).

- 5 are owner occupied (106, 112, 118 and 126 Stapleton Avenue and 555 Kenilworth North);
- 1 is rented for residential purposes and is owned Warriner Bros. Welco Precision Weights (569 Kenilworth Avenue North); and,
- 1 is a boarded up single-family dwelling (130 Stapleton Avenue).

The estimated cost to acquire the 6 residential properties (the property owned by Welco is excluded), based on a wiling seller/willing buyer and not by expropriation is $475,000, as of July 1996.

The owner of 555 Kenilworth North approached the City with a request to purchase the property. At the present time, the Property Department is dealing with her request.

The remaining properties (533, 537, 541, 549, 557, 561, 563, 579 Kenilworth North and 110, 134, 138, 142, 146, 148, 150, 152 Stapleton Avenue) within this enclave are used for industrial or commercial uses in accordance with the Zoning by-law. (i.e. electrical shop, private club).

c:\miscplan\staple.ton

cc. Joe Pavelka
CAO

Allan Ross
Treasurer

Patrice Noe Johnson
City Solicitor

APPENDIX "A"



STAPLETON ENCLAVE ACQUISITION

JULY 1996

OWNER OCCUPIED | BORDERED UP | RENTED

4. (b.) (ii)

CITY OF HAMILTON

- INFORMATION -

DATE: 1996 September 6

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka, P. Eng.
Chief Administrative Officer

D. W. Vyce
Director of Property

SUBJECT: 555 Kenilworth Avenue North
Property within Stapleton Enclave

BACKGROUND:

City Council on 1996 June 25 adopted Item 1 of the 11th Report of the Planning and Development Committee. Subsection (b) stated: "That based on compassionate grounds, condition of the building and location, and on the understanding that the owner wishes to relocate, staff be requested to commence negotiations with the owner, Mr. A. R. Kay, to acquire the property at fair market value in accordance with the enclave program."

Council's decision was reported in the Spectator and in response, Helen Barron, the property owner of a nearby property at 555 Kenilworth Avenue North, wrote a letter to Patrice Noé Johnson, City Solicitor requesting that the City consider the purchase of her property and that the matter be brought to the attention of the Committee.

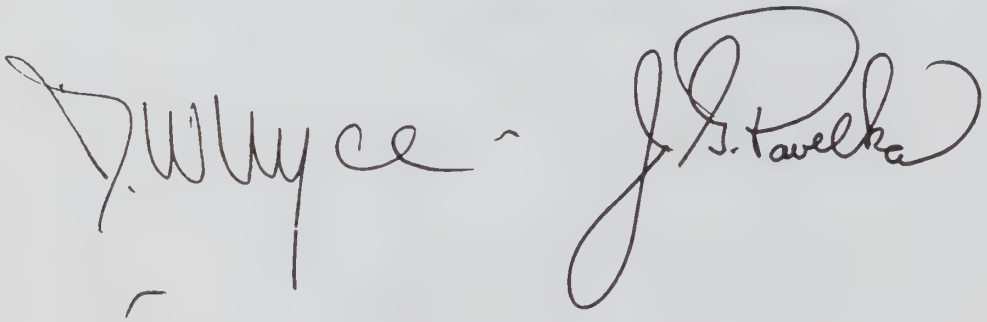
The Real Estate Division was asked to contact Mrs. Barron to arrange an inspection of her property and to estimate its market value. The conclusion of our investigation and analysis was an estimated current market value of $67,000.

At the 1996 August 20 meeting of the Finance and Administration Committee, an Information Report was presented on the subject of the Acquisition Program for the Stapleton Enclave. 555 Kenilworth Avenue North is one of five owner occupied residential properties within the subject block, in addition to the Kay property at 571 Kenilworth Avenue North.

Recently on 1996 August 27, City Council referred back the recommendation to purchase the Kay property at 571 Kenilworth Avenue North. This matter will be reconsidered at the September 17th meeting of the Finance and Administration Committee.

The value of the Kay property was estimated at $60,000 but an allowance for an additional $10,000 was made for demolition costs as stated in the previous report. The purchase of additional owner occupied residential properties within the block is estimated at $475,000 including the Barron property at 555 Kenilworth Avenue North.

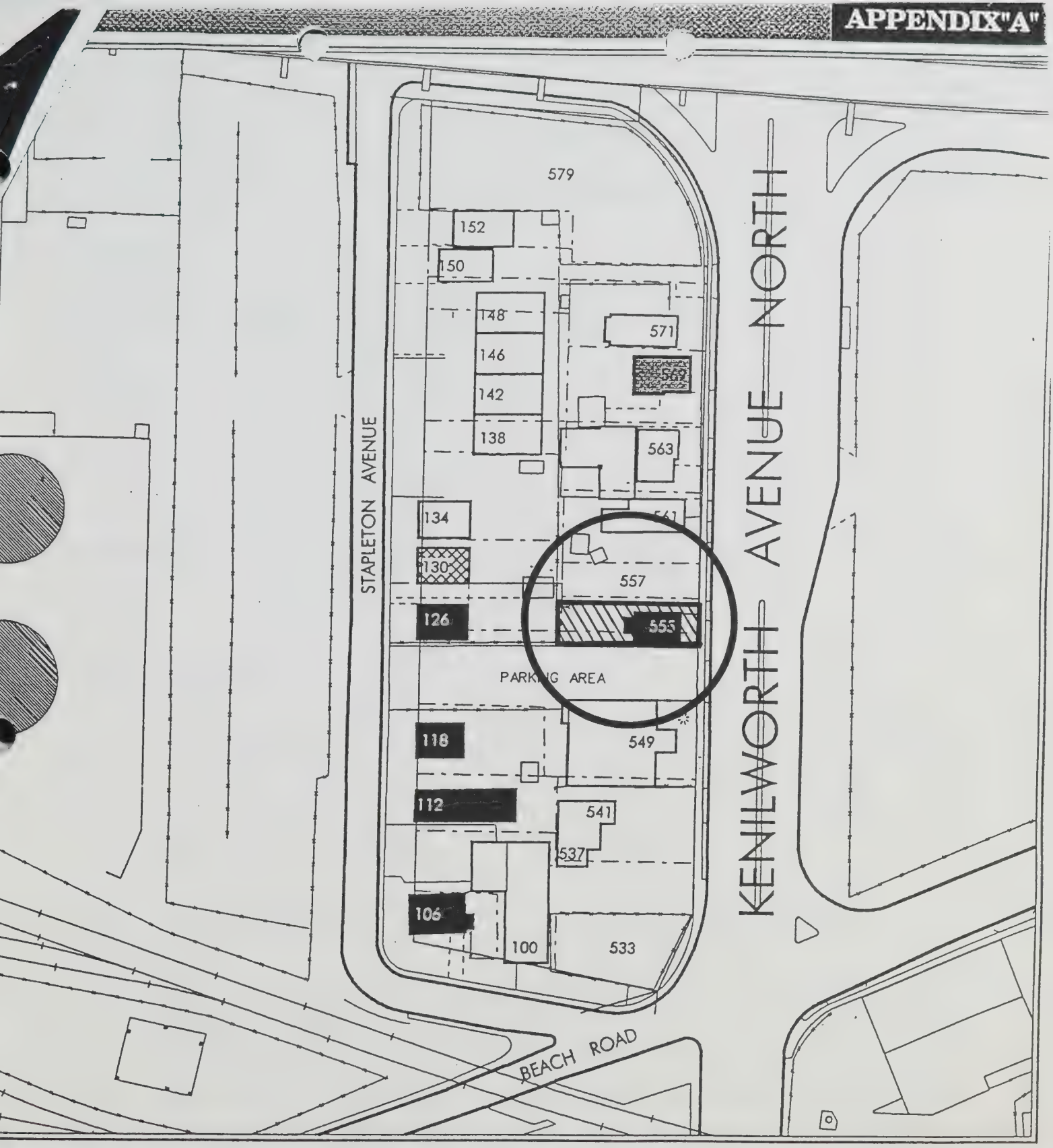
This report is presented to the Finance and Administration Committee for consideration and direction.



KDA/nw

c.c. P. Noé Johnson, City Solicitor
A. Ross, Treasurer
V.J. Abraham, M.C.I.P., Director, Local Planning Division
L. King, Building Commissioner

APPENDIX"A"



STAPLETON ENCLAVE ACQUISITION

JULY 1996

OWNER OCCUPIED BORDERED UP RENTED

4. (b) (iii)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 July 15

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka, P.Eng.
Chief Administrative Officer

D. W. Vyce, Director
Property Department

SUBJECT: Option to Purchase - 571 Kenilworth Avenue North from Andrew R. Kay (Single Family Residence in Stapleton Enclave) and Subsequent Demolition

RECOMMENDATION:

(a) That an Option to Purchase, executed by Andrew Richard Kay on July 8, 1996 and scheduled to close on or before September 30, 1996, for the lands situated in the City of Hamilton, being composed of Lots 428 and 429, Registered Plan 584, with a frontage of 15.24 metres (50.0 feet), more or less, by a depth of 30.48 metres (100.0 feet), more or less, municipally known as 571 Kenilworth Avenue North, be approved and completed for the purchase price of $60,000; and,

(b) That as consideration in the amount of $2 has been paid to the owner pursuant to the Option to Purchase document, this amount be deducted from the purchase price; and,

(c) That the Director of Property be authorized to proceed with the demolition of the existing single family dwelling at 571 Kenilworth Avenue North at a cost not to exceed $10,000 once vacant possession has been received; and,

(d) That the Finance and Administration Committee recommend the method of financing the purchase and demolition; and,

(e) That the Mayor and City Clerk be authorized and directed to execute all necessary documents.

J.G. Pavelka

App'd by Committee 1996 Aug. 20

referred back
~~App'd~~ by Council 1996 Aug. 27

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There is no funding currently in place to finance the acquisition of this property nor any further properties within the subject block should it be decided to acquire other properties. The City Treasurer is being requested herein to recommend a method of financing this purchase. A sum of $70,000 which includes demolition is required to finalize this acquisition.

BACKGROUND:

City Council on 1996 June 25 adopted Item #1 of the 11th Report of the Planning and Development Committee. Subsection (b) stated: "That based on compassionate grounds, condition of the building and location, and on the understanding that the owner wishes to relocate, staff be requested to commence negotiations with the owner, Mr. A. R. Kay, to acquire the property at fair market value in accordance with the enclave program."

On 1996 July 8, an Option to Purchase in the City's favour was executed by Mr. Kay at the appraised $60,000 market value. There are six (6) other single family residential properties within the subject block. The current estimated open market cost of acquiring the properties based on external observation and demolition is estimated approximately at $475,000. One of the remaining property owners, Mrs. Helen Barron of 555 Kenilworth Avenue North, has formally, through written correspondence to the City Solicitor, expressed a desire to sell her home to the City.

KA/klk

c.c. J. G. Pavelka, P.Eng., Chief Administrative Officer

P. Noé Johnson, City Solicitor

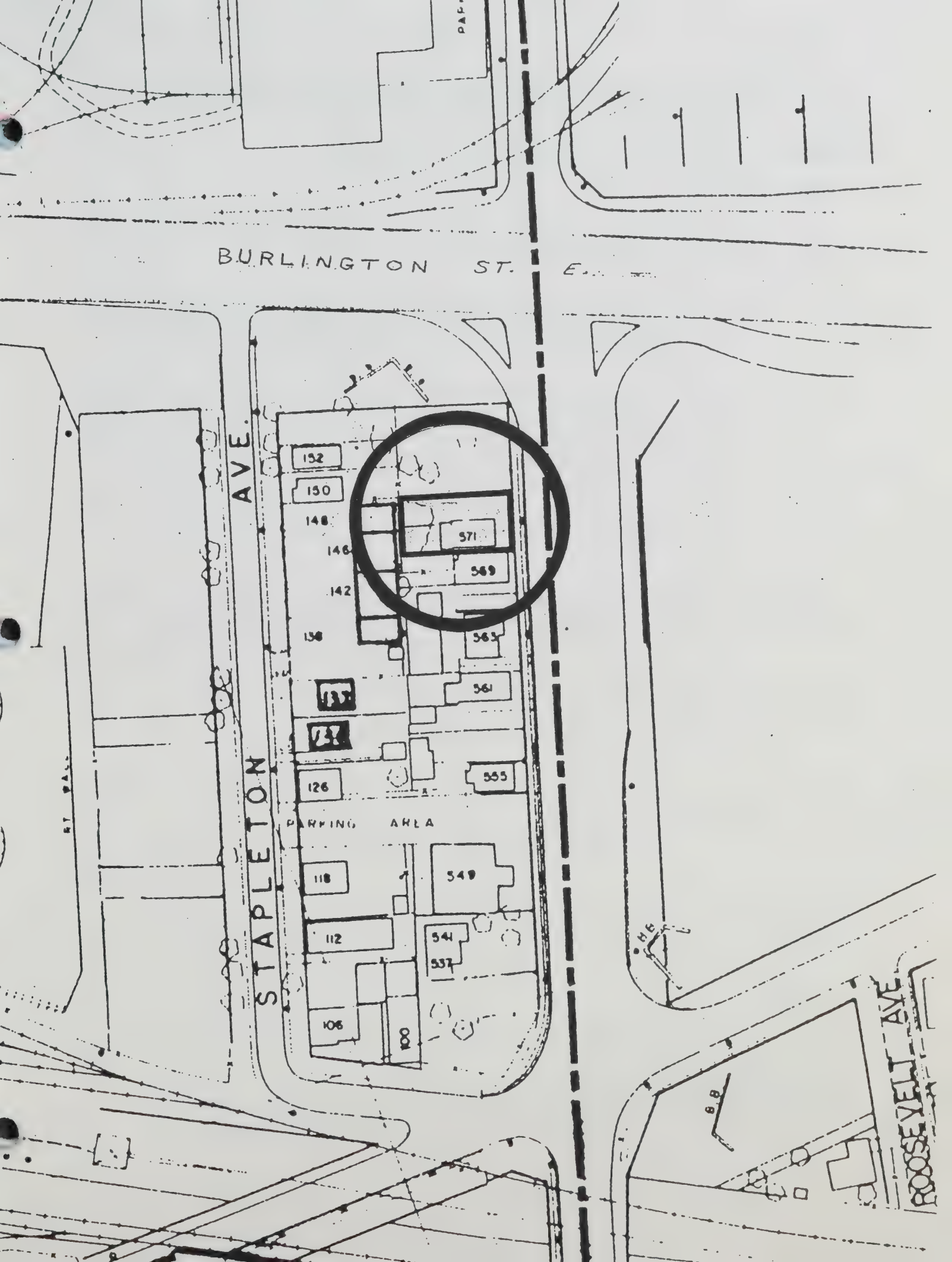
Allan C. Ross, Treasurer

V.J. Abraham, M.C.I.P., Director, Local Planning Division

L. King, Building Commissioner

R. Swan, Manager, Building Operations and Maintenance Division

C. Bandurka, Property Clerk, Surveys, Roads Department


BURLINGTON ST. E.
STAPLETON AVE.
ROOSEVELT AVE
132
130
148
146
142
138
571
569
563
561
555
549
541
537
126
118
112
106
PARKING AREA

June 25

REPORT OF THE PLANNING AND DEVELOPMENT COMMITTEE

To the Council of the Corporation of the City of Hamilton

Members of Council:

The Planning and Development Committee presents its **ELEVENTH** Report for 1996 and respectfully recommends:

1. (a) That the City assist the residents of 571 Kenilworth Avenue North to secure alternate accommodations, either through Municipal Non Profit Housing or the Property Department, that leases municipally owned residences; and,

   (b) That based on compassionate grounds, condition of the building and location, and on the understanding that the owner wishes to relocate, staff be requested to commence negotiations with the owner Mr. A. R. Kay to acquire the property at fair market value in accordance with the enclave program; and,

   (c) That given the current concerns for this particular location, staff be requested to report back to the Committee on the Stapleton Residential Enclave program; and,

   (d) That the Finance and Administration Committee be requested to identify a source of funding for the purchase of 571 Kenilworth Avenue North, in the event that negotiations are successful; and further that subject to the approval of reactivating the Stapleton Residential Enclave project, that this be considered in the 1997 Capital Budget and Forecast consideration.

Respectfully submitted,

ALDERMAN D. DRURY, CHAIRPERSON
PLANNING AND DEVELOPMENT COMMITTEE

Kevin Christenson, Acting Secretary
1996 June 25

5.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 September 19

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Regulation of Second Level Lodging Homes by the Regional Municipality of Hamilton-Wentworth

RECOMMENDATION:

(a) That a member of the Finance and Administration Committee, the City Clerk and Chief Licence Inspector be appointed to the Region's Task Force reviewing the regulation of Second Level Lodging Homes; and

(b) That, in keeping with the previous decision of the Finance and Administration Committee and City Council, evaluating the relative merits of collecting the $50 per bed user fee by the municipality not be included in the terms of reference for the Task Force.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

On March 26, 1996, Hamilton City Council approved the recommendation of the Finance and Administration Committee that the Regional Municipality of Hamilton-Wentworth be requested to assume the responsibility for the regulation of Second Level Lodging homes.

On May 21, 1996, Regional Council approved the following recommendations of the Health and Social Services Committee, respecting the regulation of these homes:

a) That a task force be established, consisting of municipal CAO's, elected representatives from Hamilton, Stoney Creek, Dundas and Flamborough and senior staff from Regional Public Health, Legal and Community Services Departments;

b) That the terms of reference include evaluation of the relative merits of the collection of $50 per bed in lodging homes by municipalities as compared to the zoning, legal, financial and staffing issues which would result from a Regional Second Level Lodging Home By-Law;

c) That the Town of Ancaster and the Township of Glanbrook be advised of this process and given the option of participating should they so desire;

d) That this process be completed within six months, and at completion, staff report back to Health and Social Services Committee;

e) That Councillor D. Wilson serve on the Task Force.

Due to his heavy schedule, our Chief Administrative Officer has limited time to attend the meetings of the Task Force and concurs with the appointment of the City Clerk and the Chief Licence Inspector to the Task Force.

The City of Stoney Creek has appointed the C.A.O. and Director of Planning to the Task Force. The Towns of Ancaster, Dundas and Flamborough have yet to make any appointments. The Township of Glanbrook has decided not to participate but has requested to be kept informed of the decisions of the Task Force.

The Department of Health Services has always monitored the major requirements of the By-law. The user fee of $50 per bed is necessary to maintain its existing nursing and inspection program.

JJS/DB

c.c. J. Pavelka, Chief Administrative Officer
Patrice Noe Johnson, City Solicitor
Dr. Marilyn James, Medical Officer of Health

2.

CONSENT AGENDA

FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, 1996 October 1
1:30 o'clock p.m.
Room 233, City Hall

A. **MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

Minutes of the regular meeting held on Tuesday, 1996 September 17th

B. **COMMISSIONER OF HUMAN RESOURCES**

Appointments to Permanent Positions

C. **DIRECTOR OF PROPERTY/CHIEF ADMINISTRATIVE OFFICER**

Award of Contract MacNab Recreation Centre Roof Replacement

D. **COMMISSIONER OF PUBLIC WORKS & TRAFFIC**

(i) Replacement of three (3) One Ton Cargo/Window Vans and Two (2) Three Quarter Ton Cargo Vans Units 1430, 1432, 1433, and 1431, 1715 Fleet Services

(ii) Replacement of One (1) Crew Cab with Steel Dump Unit 9519, Fleet Services

(iii) Replacement of One (1) Cab and Chassis with Steel Dump and One (1) Cab and Chassis with Stake Dump Units 9049 and 9346, Fleet Services

E. **SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

Information Items

Tuesday, 1996 September 17
1:30 o'clock p.m.
Room 233, City Hall

A.

The Finance and Administration Committee met.

Present: Alderman B. Charters, Chairman
Alderman D. Ross, Vice-Chairman
Mayor R. M. Morrow
Alderman C. Collins
Alderman D. Drury
Alderman T. Anderson
Alderman V. J. Agro
Alderman M. Kiss

Regrets: Alderman D. Wilson - City business

Also present: Alderman F. Eisenberger
Alderman T. Jackson
Alderman F. D'Amico
Alderman H. Merling
Alderman M. Caplan
Alderman G. Copps
J. Pavelka, Chief Administrative Officer
A. Ross, Treasurer
P. Noé Johnson, City Solicitor
J. Schatz, City Clerk
D. Vyce, Director of Property
D. Lobo, Commissioner of Public Works and Traffic
L. King, Building Commissioner
Fire Chief Smith
R. Menagh, Human Resources
M. Watson, Real Estate
T. Daw, Treasury
T. Bradbury, Treasury
Susan K. Reeder, Secretary

A G E N D A

3. CHIEF ADMINISTRATIVE OFFICER - Gore Park Fountain - Funding

The Committee was in receipt of a report from the Chief Administrative Officer dated 1996 September 17, respecting the above noted matter.

Dennis Missett of the Fountain Foundation was in attendance and responded to the Committee on the funding anticipations.

Following discussion, the Committee amended the recommendation from the CAO to indicate that the financial support is temporary. The Committee also approved a verbal report from the Treasurer which recommended the method of financing.

The Committee approved the following amended resolution:

(a) That the City confirm with the Fountain Foundation its temporary financial support to an upset limit of $98,000; and,

(b) That the Fountain Foundation be requested to continue its fundraising efforts, including book sales, corporate donations and service-in-kind donations in keeping with the method of financing initially proposed for this project; and,

(c) That the temporary financing for the installation of the Gore Park Fountain, up to a maximum of $98,000, be funded from the Reserve for Contingency, Account Centre No. CH00115, to be repaid from the collection of contributions from the Gore Park Fountain Foundation; and,

(d) That the City Treasurer be authorized and directed to release funds as required upon request of the Commissioner of Public Works and Traffic.

1. **IN CAMERA AGENDA**

The Committee moved to an In-Camera Session to discuss matters of a Private and Confidential nature.

The Committee then moved back into Regular Session, and approved the following:

AA. **CITY SOLICITOR AND COMMISSIONER OF PUBLIC WORKS AND TRAFFIC**

(i) **Agnes Pavic v. The City of Hamilton Ontario Court (General Division) Action No. 2147/93**

That the City of Hamilton decline the Plaintiff's (Agnes Pavic) Offer to Settle Ontario Court (General Division) Action No. 2147/93 on the following terms:

(a) Plaintiff to receive $10,000 in damages plus pre-judgment interest in full satisfaction of all claims except costs; and,

(b) Plaintiff to receive costs on a solicitor-and-client basis.

(ii) **City of Hamilton -ats- Herbert Pohl; Ontario Court (General Division) Action # 39857/92.**

(a) That the City resolve Ontario Court (General Division) Action No. 39857/92 by the payment to the Plaintiff, Herbert Pohl, of the sum of $23,433.70 inclusive of all claims for damages, interest and costs; and,

(b) That the Plaintiff be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,

(c) That Ontario Court (General Division) Action No. 19857/92 be dismissed without costs.

(iii) **City of Hamilton -ats- Helen Semenuk; Court of Appeal File # C14230.**

(a) That the City of Hamilton Offer to Settle all matters outstanding in Court of Appeal File No. C14230 on the following terms:

(i) That the City of Hamilton will pay to the Plaintiff, (Respondent) Helen Semenuk 75% of the Judgment in Ontario Court (General Division) Action # 1685/85 together with post-judgment on that reduced amount at 7% from 1992 November 30, to the date of acceptance of this Offer; and,

(ii) That the City of Hamilton will pay to the Plaintiff, (Respondent) Helen Semenuk the full amount of the assessed costs in Ontario Court (General Division) Action # 1685/85 together with post-judgment at 8% from 1993 May 3, to the date of acceptance of this Offer; and,

(b) That the Plaintiff, (Respondent) Helen Semenuk be required to deliver a Satisfaction Piece with respect to the Judgment in Ontario Court (General Division) Action # 1685/85 in a form satisfactory to the City Solicitor; and,

(c) That the Appeal in Court of Appeal file No. C14230 shall be dismissed, on consent, without costs; and,

(d) That this Offer remain open for acceptance until withdrawn, or until the commencement of the hearing of the Appeal, which ever first occurs.

(iv) Vendor Agreement for Turner Farm Park

(a) That the agreement between the vendor, Lou Bojin of StrEATables, and City for the provision of food vending services at Turner Farm Park to the end of 1998 be voidable on the condition that the vendor provides a signed discharge and release satisfactory to the City Solicitor; and,

(b) That, upon completion of the above, the vendor receive from the City a refund in the amount of $6,700 of the original $10,000 paid to the City for the right to provide those food and beverage services.

BB. CITY SOLICITOR

(ii) 1984 Flood Claims

That the City offer to settle all outstanding Flood matters in Ontario Court (General Division) Actions No. 1807/86, 1808/86, 1809/86, 1810/86, 1812/86, 1813/86, 1814/86, 1815/86, 1816/86, 1817/86, 1818/86, 10156/90, 10157/90, 10158/90, 10159/90, 10160/90, 10161/90, 10162/90 and 10163/90 on the following terms:

(a) That the City will contribute the sum of $45,500, made up of damages and interest of $39,000 and costs of $6,500, to the settlement of these Actions; and,

(b) That all Plaintiffs in these Actions be required to provide a Full and Final Release in a form satisfactory to the City Solicitor; and,

(c) That all of these Actions, together with any Crossclaims and Counterclaims, be dismissed, without costs.

At this point in the meeting, Alderman B. Charters, Chairman left the meeting and Alderman D. Ross, Vice-Chairman assumed the Chair.

A. **2:15 O'CLOCK P.M. - DELEGATION - William J. Tidball, Lou Franco, Janice Smith -Canadian Football Hall of Fame and Museum -lease with the Hamilton Municipal Employees Credit Union and The Press Club of 50 Jackson Street West**

The Committee was in receipt of correspondence from William J. Tidball dated 1996 August 26, respecting the above noted matter.

The Committee was also in receipt of background information respecting the following motion approved by the Finance and Administration Committee at its meeting held Tuesday, 1996 May 7th:

> That the reports from the C.A.O. and the Director of Property dated 1996 April 22nd and 1996 April 24th respectively, on Lease renewals for 50 Jackson Street West to the Hamilton Municipal Employees Credit Union and the Hamilton Press Club be tabled in order to allow the Canadian Football Hall of Fame and Management Committee an opportunity to review the lease agreements.

Mr. Tidball spoke to the Committee respecting the impact that the leases on the portions of the Canadian Football Hall of Fame and Museum have on the Hall's budget.

Following some discussion on this matter by the Committee, the following was approved:

> That the Canadian Football Hall of Fame and Museum Management Board be authorized to negotiate the leases, with the assistance of the Director of Property, for the Hamilton Municipal Employees Credit Union and The Press Club's use of the property at 50 Jackson Street West.

2. **CONSENT AGENDA**

The Committee was in receipt of its Consent Agenda, and approved the following:

A. **MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

The Committee was in receipt of the minutes of its regular meeting held on Tuesday, 1996 August 20th and the minutes of its special meeting held on Tuesday, 1996 August 27th, and approved these minutes as circulated.

B. **CITY CLERK**

(i) **Extension of Liquor Licence - Hess Village Merchants Association - Oktoberfest in the Village - 1996 September 26th - 29th**

The Committee was in receipt of a report from the City Clerk dated 1996 September 10, respecting the above noted matter and approved the following:

> That the Liquor Licence Board of Ontario be advised that the City of Hamilton is aware of the application for a Temporary Extension of Liquor Licence submitted by the Lazy Flamingo, 19 Hess Street South in conjunction with the Hess Village Merchants Association's "Oktoberfest in the Village" Festival to take place on Thursday, 1996 September 26th to Sunday, 1996 September 29th from 4:00 o'clock p.m. to 2:00 o'clock a.m., and that the City has no objection to the issuance of a Temporary Extension of Liquor Licence for this event.

(ii) **Use of City Facilities - Drug and Alcohol Awareness Week Display**

The Committee was in receipt of a report from the City Clerk dated 1996 September 9, respecting the above noted matter and approved the following:

That approval be given to the request of the Hamilton-Wentworth Drug and Alcohol Awareness Committee to use the 2nd Floor Lobby from 1996 November 17 to 23 for a display of general educational materials during Drug and Alcohol Awareness Week.

C. **TREASURER**

(i) **Authorization to Enter into Extension Agreements on Specific Properties for the Payment of Realty Tax Arrears**

The Committee was in receipt of a report from the Treasurer dated 1996 September 6, respecting the above noted matter.

The Committee approved the following:

(a) That the City be authorized to enter into Extension Agreements, if required, in a form satisfactory to the City Solicitor and the City Treasurer pursuant to Section 8 of the Municipal Tax Sales Act, with the owners of the following properties to extend the time open for payment of realty tax arrears in accordance with the policy for extension agreements approved by City Council on 1994 June 28:

482 King William	305 Jackson West
486 Cannon East	133 Birch
51 Fullerton	29 Cumberland
746 Rymal East	30 Linden
61 Fullerton	49 Francis
198 Julian	141 Craigroyston
229 Kenilworth North	707 Rennie
197 West North	16 Hollywood North
861 Queensdale East	193 Prospect South
1 Agnes	

(b) That the By-law to authorize the said Extension Agreements be enacted by Council; and,

(c) That the Mayor and City Clerk be authorized to execute the aforesaid by-law and extension agreements.

(ii) **Financing of Servicing Costs - 607 Queen Victoria Drive**

The Committee was in receipt of a report from the Treasurer dated 1996 September 16, respecting the above noted matter.

The Committee approved the following:

That the costs attributed to the 1' Reserve adjacent to the single family lot at the south-west corner of Queen Victoria Drive and Loconder Avenue (No. 607 Queen Victoria Drive) in the amount of $24,859.07, be financed from the Reserve for Services Through Unsubdivided Lands, Account Centre No. CH 00107.

D. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE - Information Items

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1996 September 13, respecting Information Items. The Committee approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

(a) Information Report - City Clerk - Grey Cup '96 - Quarterly Financial Report - report dated 1996 August 16th

(b) Information Report - Treasurer - Status of Unclassified Revenue and Expenditures as at 1996 July 31st - report dated 1996 August 15th

(c) Information Report - Treasurer - Status of Hosting, Receptions and Related Accounts as at 1996 July 31st - report dated 1996 August 15th

(d) Information Report - City Solicitor - Law Department Quarterly Report as at 1996 June 30th - report dated 1996 September 10th

(e) Information Report - Fire Chief - Fire Department Quarterly Report as at 1996 June 30th - report dated 1996 September 10th

(f) Information Report - Chief Administrative Officer and Director of Property - Property Department Quarterly Report as at 1996 June 30th - report dated 1996 September 11th

(g) Information Report - City Clerk - City Clerk's Department Quarterly Report as at 1996 June 30th - report dated 1996 September 10th

(h) Information Report - Director of Information Systems - Information Systems Department Quarterly Report as at 1996 June 30th - report dated 1996 September 12th

(i) Information Report - Financial Accounts and other non-Departmental Budgets Quarterly Report as at 1996 June 30th - report dated 1996 September 12th

(j) Information Report - Legislative Quarterly Report as at 1996 June 30th - report dated 1996 September 12th

(k) Information Report - H.E.C.F.I. Quarterly Report as at 1996 June 30th - report dated 1996 July 29th

(l) Information Report - C.A.O. Department Quarterly Report as at 1996 June 30th - report dated 1996 September 12th

(m) Information Report - Chief Administrative Officer and Commissioner of Human Resources - Human Resources Quarterly Report as at 1996 June 30th - report dated 1996 September 9th

(n) Information Report - Treasurer - Treasury Department Quarterly Report as at 1996 June 30th - report dated 1996 September 11th

(o) Information Report - Hamilton Public Library Board Quarterly Report as at 1996 June 30th - report dated 1996 September 11th

(p) Information Report - Treasurer - Requested Information Report - Downtown Taxes - report dated 1996 September 13th

(q) Information Report - Chief Administrative Officer and Director of Property - Mechanical/Electrical Upgrade - Central Memorial - report dated 1996 August 2nd

REGULAR AGENDA

4. TREASURER

(a) **Revisions to City of Hamilton Realty and Business Tax Collection Procedures**

The Committee was in receipt of a report from the Treasurer dated 1996 September 12, respecting the above noted matter.

Alderman Collins asked a number of questions as follows respecting this matter and it was agreed that the Treasurer would look into these concerns and respond to Alderman Collins:

(a) Will ABS Bailiff's and P.D. Merell Bailiff's sub-contract this work out?
(b) What happens to the monies collected by the bailiffs?
(c) What about the interest earned on the monies placed in the Trust Accounts by the bailiffs?

The Committee approved the following:

(a) That the City engage the services of ABS Bailiff Service for the collection of outstanding business tax accounts effective 1996 October 1; and,

(b) That the City engage the services of P.D. Merrell Bailiff Inc. for the collection of business taxes on behalf of the City of Hamilton subject to the Courts providing judicial consent to this firm to practise as bailiffs in the Region of Hamilton Wentworth; and,

(c) That the Treasurer be authorized to approve the use of Trust accounts by the bailiffs for depositing taxes collected on the City's behalf in order to minimize the administrative effort required in this area; and,

(d) That the City Solicitor be authorized and directed to prepare the necessary agreements for execution; and,

(e) That in addition to utilizing bailiffs for the collection of outstanding business taxes, the Treasurer be authorized to use bailiffs for the collection of outstanding realty taxes on commercial/industrial properties where other collection procedures may not be appropriate or adequate to effect payment of the account; and,

(f) That the Revised City of Hamilton Business and Realty Tax Collection Procedures be approved, attached herewith and marked Appendix "A".

(b) **Hamilton Downtown Convert/Renovate-to-Rent Loan Program - Funding**

The Committee was in receipt of a report from the Treasurer dated 1996 September 11, respecting the above noted matter.

The Committee approved the following:

(a) That excess funds in the amount of $283,139.86 from the wind-up of the Ontario Home Renewal Program (OHRP) be credited to the Reserve for Contingency, Account Centre No. CH 00115; and,

(b) That the City's cost of the proposed Hamilton Downtown Convert/Renovate-to Rent Loan Program be financed by the Reserve for Contingency, Account Centre No. CH 00115, in the amount of $180,000.

(c) **MNC Life Care Group Inc. - Discharge of Tax Arrears Certificate and Extension Agreement**

The Committee was in receipt of a report from the Treasurer dated 1996 September 11, respecting the above noted matter, and approved the following:

(a) That the Tax Arrears Certificate registered on the title of 39 Mary Street and Extension Agreement, between the City and MNC Lifecare Group Inc., for the repayment of realty tax arrears on 39 Mary Street be discharged; and,

(b) That the City and MNC Lifecare enter into a mutually agreed upon repayment schedule through December, 1997, for the outstanding realty tax on 39 Mary Street and the business tax accounts for 39 Mary Street and 570 King Street West as levied in 1997; and,

(c) That the Law Department be authorized and directed to prepare and register the necessary documentation.

(d) **Corporate Overview Quarterly Report**

The Committee was in receipt of an information report from the Treasurer dated 1996 September 13, respecting the above noted matter.

The Committee agreed to "receive" this information.

(e) **Hamilton Harbour Commissioners - Outstanding Tax Arrears**

The City Treasurer provided the Committee with a verbal update on this matter. The Committee agreed to "receive" this status update.

5. **CITY CLERK**

(a) **Policy - Use of City Hall Facilities**

The Committee was in receipt of a report from the City Clerk dated 1996 September 6, respecting the above noted matter and approved the following:

(a) That the City Clerk, in consultation with the Chairman of the Finance and Administration Committee, be authorized to give approval on requests from the community for uses of the City Hall facilities; and,

(b) That the City Clerk provide the Finance and Administration Committee with Information Reports on these approved uses.

(b) Purchase of an advertisement - Fall/Winter Newsletter - Ontario Workers Arts and Heritage Centre

The Committee was in receipt of a report from the City Clerk dated 1996 September 9, respecting the above noted matter.

The Committee approved the following:

That a quarter page ad, at a cost of $100, be placed in the Fall/Winter Newsletter for the Ontario Workers Arts and Heritage Centre in congratulations for their upcoming Opening on 1996 November 8th.

6. CHIEF ADMINISTRATIVE OFFICER AND DIRECTOR OF PROPERTY

(a) Offer to Purchase - Sale of City Property - 179 Stirton Street to Michael Miller

The Committee was in receipt of a report from the Chief Administrative Officer and the Director of Property dated 1996 September 10, respecting the above noted matter, and approved the following:

(a) That an Offer to Purchase Agreement, duly executed by Michael Miller, on 1996 September 9 and scheduled to close on or before 1996 October 22, for the lands municipally described as 179 Stirton Street, being part of Lot 12, Registered Plan No. 560, Hamilton, having a frontage of 7.01 metres (23.00 feet), along the west side of Stirton Street and a depth of 22.24 metres (72.95 feet) more or less, be approved and completed as the requirements in the Municipal Act pursuant to the City's Real Property Procedural By-law No. 95-049 enacted on 1995 February 14 have been fulfilled by the City, and funds derived from this sale of $34,000, less commission, be credited to Account No. CH 4X501 00102 (Reserve for Property Purchases); and,

(b) That the required deposit cheque in the amount of $6,000 be held by the City Treasurer pending Council approval; and,

(c) That upon successful completion of this sale, a real estate commission of 5% on the $34,000 sale price be paid to Re/Max Del Mar Realty Inc. (Sales Representative Danny Stanidis), who acted in this matter; and,

(d) That the Mayor and City Clerk be authorized and directed to execute the necessary documents; and,

(e) That in accordance with Real Property Sales Procedural By-law No. 95-049:

(i) Satisfactory notice has been given to the public of the intended sale; and,

(ii) An appraisal of the fair market value of the real property intended to be sold was obtained on the 6th day of February 1996; and,

(iii) The City Clerk be authorized and directed to execute (and issue) a Certificate of Compliance in the form prescribed pursuant to Section 193 of the Municipal Act.

(b) **Offer to Purchase - 940 Queensdale Avenue East - Tomislav Sajic**

The Committee was in receipt of a report from the Chief Administrative Officer and the Director of Property dated 1996 August 30, respecting the above noted matter.

The Committee approved the following:

(a) That an Offer to Purchase Agreement, duly executed by Tomislav Sajic on 1996 August 23, and scheduled to close on or before 1996 November 15, for the lands composed of part of Lot 22 on Registered Plan 296, having a frontage of 25.48 metres (83.60 feet) more or less, along the southern limit of Queensdale Avenue East, and a frontage of 25.419 metres (83.40 feet) more or less, along the western limit of Upper Gage Avenue, comprising an area of 915.0 square metres (9,849.30 square feet) more or less, shown as Part 1 on Plan 62R-13352 with all buildings thereon, known municipally as 940 Queensdale Avenue East, in the City of Hamilton, in the Regional Municipality of Hamilton-Wentworth, be approved and completed as the requirements in the Municipal Act pursuant to the City's Real Property Procedural By-law No. 95-049 enacted on 1995 February 14 have been fulfilled by the City, and the funds derived from this sale of $105,000, be credited to Account No. CH 4X501 00102 (Reserve for Property Purchases); and,

(b) That the required deposit cheque in the amount of $10,000 be held by the City Treasurer pending Council approval; and,

(c) That the Mayor and City Clerk be authorized and directed to execute the necessary documents; and,

(d) That in accordance with Real Property Sales Procedural By-law No. 95-049:

(i) Satisfactory notice has been given to the public of the intended sale; and,

(ii) An appraisal of the fair market value of the real property intended to be sold was obtained on 1996 May 3; and,

(iii) The City Clerk be authorized and directed to execute (and issue) a Certificate of Compliance in the form prescribed pursuant to Section 193 of the Municipal Act.

7. **CORRESPONDENCE - David Christopherson, M.P.P. - request for City Council's endorsement of public coroner's inquest**

The Committee was in receipt of correspondence from David Christopherson, M.P.P., dated 1996 August 9, respecting the above noted matter. The Committee agreed to "receive" this correspondence.

8. OTHER BUSINESS

The Committee agreed to move In Camera on an added item being raised by Alderman Drury. The Committee then moved back into Regular Session.

9. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. CHARTERS, CHAIRMAN
FINANCE AND ADMINISTRATION COMMITTEE

ALDERMAN D. ROSS, VICE-CHAIRMAN AND ACTING CHAIRMAN
FINANCE AND ADMINISTRATION COMMITTEE

Susan K. Reeder

Susan K. Reeder
Secretary
1996 September 17

1996 September 24

Appendix "A" referred to in Section 12 of the **FIFTEENTH** Report of the Finance and Administration Committee for 1996.

CITY OF HAMILTON
TREASURY DEPARTMENT

REALTY TAX COLLECTION PROCEDURES

1. Realty tax instalment bills are forwarded to the owner or agent of each taxable property in the first weeks of February, March, May and September. The taxpayer has the option in February and May of paying two instalments at once thereby taking advantage of a prepayment discount offered by the City. Alternatively the instalment due dates are the last working days of February, March, June and September.

2. Throughout the year any arrears carried forward from previous current year instalments or outstanding balances from previous years are shown on the tax bill as arrears and included in the total amount due.

3. Personalized letters from the Treasurer or Tax Collector are forwarded in July of each year to all property owners with outstanding accounts in excess of $20,000.

4. In December of each year reminder notices are sent out to the assessed address and the most recent change of address shown on the City's tax records, for all amounts outstanding greater than or equal to $25.

*5. All accounts that will become two years in arrears in January of the following year are sent notices in November of the current year advising of the potential for tax registration procedures on the property.

6. All accounts that will become three years in arrears in January of the following year are sent notices in November of the current year with respect to pending tax registration procedures. The owners are advised to pay that portion of the tax that would become three years in arrears in January.

7. Consideration/use of rent attornment in circumstances where taxes are outstanding and rent continues to be paid to the landlord. **Consider the use of bailiffs for the collection of outstanding realty taxes on accounts on commercial/industrial properties where other collection procedures may not be appropriate or adequate to effect payment of the account.**

8. In January all of those properties that have become three years in arrears and have made no arrangement with the Tax department to remit payment on the account are again notified of the situation. At this point they are advised that the City will proceed to register the property for tax arrears, should no payment be made or arrangement agreed upon.

9. A final notice in the form of a personalized letter from the Treasurer or Tax Collector will be forwarded to the assessed owner prior to the registration of the tax arrears certificate.

10. Once the tax arrears certificate is registered on the property the owner(s) has one full year from date of registration to make payment on the taxes in full. During that year all interested parties as registered on the title of the property, the Sheriff's office and tenants according to the assessment roll are notified of the existing tax arrears certificate on the property.

11. After the one year redemption period expires the file is forwarded to our Law Department to ensure compliance with respect to notification as specified by the act. Once the Law Department verifies that the requirements of the Act have been carried out they advise the Tax section to proceed with the sale of the property.

12. The property is sold and upon completion of the sale the tax arrears are paid from the proceeds and the balance is forwarded to the court. Any balance remaining after the court satisfies any other lien holders on the property can be recovered by the original owner after their application to the court.

*Recommended revisions to collection procedures not implemented to date

1996 September 24

CITY OF HAMILTON
TREASURY DEPARTMENT

BUSINESS TAX COLLECTION PROCEDURES

1. During the first weeks of February and May of each year, business tax bills for the pre-levy and levy instalments are forwarded to each business tax account as they appear on the most recently returned assessment roll. These bills are due on the last working day of the month in which they are levied.

2. Staff will attempt to make personal contact by telephone with the business taxpayers having outstanding accounts in excess of $5,000. in an effort to collect these accounts or make satisfactory arrangements.

3. Fifteen days after the pre-levy due date, a "final notice" is forwarded to all business tax accounts where the current year taxes remain outstanding. Accounts with prior years' arrears which have been previously assigned to a bailiff or collection agency will not receive a " final" notice. For these accounts, the collection agency will receive an updated accounting of the balances owing and revised warrants will be issued to the bailiffs.

4. **Fifteen days after the " final notice" is issued for the February pre-levy, warants are issued to the bailiffs for all accounts that are in arrears in excess of $ 1,000. The bailiffs will notify the City of any accounts which are out of business in order that staff can take the appropriate action including forwarding the account to the collection agency if further collection action is required.**

5. All other accounts that are not paid, confirmed out of business, or have not entered into an acceptable payment arrangement are forwarded to the collection agency on the "special program" in the first week of the month following the sending of the "final notice". During the next thirty day period each account on the program receives a notice from the collection agency and are contacted by phone.

6. The outstanding balances from the pre-levy billing are included in the May levy billing, and appear as arrears on those bills with a message indicating that arrears are to be paid to the bailiff or the collection agency.

7. **A "final notice" will be issued fifteen days after the levy due date for those accounts with no previous arrears. A final notice will not be issued to those accounts with outstanding arrears. For those accounts, the collection agency will receive an updated accounting of the balances owing and revised warrants will be issued to the bailiffs.**

   Fifteen days after the "final notice" is issued for the May levy, warrants will be produced and issued to the bailiffs for all accounts that are in excess of $ 1,000. The bailiffs will notify the City of out of business accounts in order that staff can take the appropriate action including collection action if appropriate.
   The balance of the outstanding accounts which are less than $ 1,000 will be forwarded to the collection agency on the "special program".

8. Following the July "special program", a reconciliation of accounts collected and outstanding is computed and the outstanding accounts are redirected to the collection agency for regular collection. At this juncture the collection agency works the accounts until:

   a) They are collected.

   b) It is confirmed that the business has ceased operation at this address, thereby requiring a tax appeal.

   c) The agency recommends legal action and requested permission to proceed with same.

   d) Alternate payment arrangements (e.g. post-dated cheque) are agreed.

   e) The agency recommends the account be written off as uncollectible.

9. As accounts are processed through the tax or assessment appeal systems, credits are applied to the accounts in accordance with the direction of the respective authoritative bodies.

10. **Utilize the services of bailiffs to make seizures, if necessary, where the collection agency is unable to enforce collection and the business continues to operate.**

11. As they are approved by City Council credits are applied to the accounts for recommended write offs.

1996 September 6
/TWD

B.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 September 20

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: John Johnston
Commissioner of Human Resources

SUBJECT: Appointments to Permanent Positions with the Corporation of the City of Hamilton (C-023-096)

RECOMMENDATION:

That the attached listing of Appointments to Permanent positions with the Corporation to 1996 September 20 be approved.

JJ/mb

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

Attached.

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	STATUS	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	EFFECTIVE DATE
Mr. H. Wroblewski	I	Property Clerk 6B	Property	Replacing Ms. K. Knox – promoted, July 15/96	$25,396.28 to $27,605.76	July 15/96

Prepared September 20, 1996

Status –

Internal – I
External – E

CITY OF HAMILTON

- RECOMMENDATION -

C.

SEP 2 3 1996

DATE: 1996 September 20

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka, P. Eng.
Chief Administrative Officer

D. W. Vyce
Director of Property

SUBJECT: Award of Contract-MacNab Recreation Centre Roof Replacement

RECOMMENDATION:

(a) That approval be given to issue a purchase order in the amount of $121,122. exclusive of G.S.T. & inclusive of a contingency ($10,000.) to commission Trio Roofing of Toronto, for the replacement of the roof at MacNab Recreation Centre, being the lowest price of seven quotations received in accordance with the specifications (Ref: C14-18-96) issued by the Purchasing Division; and,

(b) That the Mayor and City Clerk be authorized to execute a contract in a form satisfactory to the City Solicitor; and,

(c) That the expenditure be financed from Capital Fund Account CF 319441015 ($54,900.) and Major Maintenance Account CF 319541001 ($66,222.)

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

That the cost for this project be financed from Capital Fund Account CF 319441015 ($54,900.) and Major Maintenance Account CF 319541001 ($66,222.)

BACKGROUND:

In 1994 Morrison Hershfield Consulting Engineers were retained to conduct a building envelop and mechanical equipment study at MacNab Recreation Centre. This project is the third of four recommendations resulting from this study, the fourth being the installation of a dehumidifier system which is included in the 1998 Capital Budgets.

Tenders received for the roof replacement:

Trio Roofing	$121,122.
Riddell Sheet Metal & Roofing	$123,465.
Dufferin Roofing	$143,528.
Solar Roofing & Sheet Metal	$146,100.
Roque Roofing & Sheet Metal	$149,000.
Whiteside Roofing & Sheet Metal	$156,800.
A. M. Roofing	$176,100.
Bertozzi Roofing	Unable to bid

J.P./D.W.V./rh

cc: P. Noé Johnson, City Solicitor
A. Ross, City Treasurer, Treasury Department
R. Fair, Director of Culture & Recreation Department
J. Krochak, Senior Buyer, Purchasing
E. Beattie, Supervisor, Sir Alan MacNab Rec. Centre, C&R Department
R. Desnoyers, Assistant Manager, Building Operations & Maintenance

D. (i)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 September 20

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. D. Lobo
Commissioner of Public Works and Traffic

SUBJECT: Replacement of three (3) One Ton Cargo/Window Vans and Two (2) Three Quarter Ton Cargo Vans Units 1430, 1432, 1433 and 1431, 1715 Fleet Services

RECOMMENDATION:

That a purchase order be issued to Johnston Motors, Hamilton in the amount of $130,255.90, including all applicable taxes, for the replacement of units 1430, 1431, 1432, 1433 and 1715 for Fleet Services, being the lowest total acquisition cost of nine tenders received in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through the Reserve for Mobile Equipment Account No. CH5X501 00101.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

This vehicle acquisition is for the replacement of existing equipment through the 1996 Fleet Services vehicle replacement programme, as approved by City Council on January 30, 1996. The capital acquisition costs are carried within the Reserve for Mobile Equipment Account.

BACKGROUND: Tender Analysis

Johnston Motor Sales, Hamilton	$130,255.90
Forbes Ford, Grimsby	141,712.20
Hamilton Motor Products, Hamilton	146,428.35
Slessor Pontiac, Grimsby	146,867.65
Eastgate Ford, Hamilton	148,685.80
Queenston Chev Olds, Hamilton	149,271.15
Nethercott Chev Olds, Hamilton	149,767.10
Holland Chev Olds, Burlington	151,561.95
Bay King Motors, Hamilton	157,702.94

This tender was advertised and nine suppliers were notified and responded.

These vehicles will replace existing equipment rendered obsolete by the criteria established within the vehicle replacement programme. Units being replaced will be disposed of at a future auction.

This purchase will not increase the Fleet complement.

DM/DL

cc: C. Guthro, Manager of Fleet Services
C. Rendell, Intermediate Buyer, Purchasing
D. Manningham, Vehicle Acquisition Officer
L. Barker, Administrative Co-ordinator

D. (ii)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 September 20

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. D. Lobo
Commissioner of Public Works and Traffic

SUBJECT: Replacement of One (1) Crew Cab with Steel Dump
Unit 9519, Fleet Services

RECOMMENDATION:

That a purchase order be issued to Eastgate Ford, Hamilton in the amount of $36,075.50, including all applicable taxes, for the replacement of unit 9519 for Fleet Services, being the lowest total acquisition cost of seven tenders received in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through the Reserve for Mobile Equipment Account No. CH5X503 00101.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

This vehicle acquisition is for the replacement of existing equipment through the 1996 Fleet Services vehicle replacement programme, as approved by City Council on January 30, 1996. The capital acquisition costs are carried within the Reserve for Mobile Equipment Account.

BACKGROUND: Tender Analysis

Eastgate Ford, Hamilton	$36,075.50
Forbes Ford, Grimsby	37,255.40
Slessor Pontiac, Grimsby	37,700.00
Nethercott Chev Olds, Hamilton	37,791.30
Queenston Chev Olds, Hamilton	37,937.35
Hamilton Motor Products, Hamilton	38,147.80
Holland Chev Olds, Burlington	39,335.75

This tender was advertised and nine suppliers were notified. Seven responded and two did not reply.

This vehicle will replace existing equipment rendered obsolete by the criteria established within the vehicle replacement programme. Unit being replaced was disposed of at a previous auction.

This purchase will not increase the Fleet complement.

DM/DL

cc: C. Guthro, Manager of Fleet Services
C. Rendell, Intermediate Buyer, Purchasing
D. Manningham, Vehicle Acquisition Officer
L. Barker, Administrative Co-ordinator

D. (iii)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 September 20

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. D. Lobo
Commissioner of Public Works and Traffic

SUBJECT: Replacement of One (1) Cab and Chassis with Steel Dump and One (1) Cab and Chassis with Stake Dump Units 9049 and 9346, Fleet Services

RECOMMENDATION:

That a purchase order be issued to Slessor Pontiac Buick, Grimsby in the amount of $89,275.65, including all applicable taxes, for the replacement of units 9049 and 9346 for Fleet Services, being the lowest total acquisition cost of seven tenders received in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through the Reserve for Mobile Equipment Account No. CH5X503 00101.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

This vehicle acquisition is for the replacement of existing equipment through the 1996 Fleet Services vehicle replacement programme, as approved by City Council on January 30, 1996. The capital acquisition costs are carried within the Reserve for Mobile Equipment Account.

BACKGROUND: Tender Analysis

Slessor Pontiac, Grimsby	$89,275.65
Eastgate Ford, Hamilton	89,786.25
Forbes Ford, Grimsby	90,027.75
Hamilton Motor Products, Hamilton	90,108.25
Queenston Chev Olds, Hamilton	90,237.05
Nethercott Chev Olds, Hamilton	90,584.35
Holland Chev Olds, Burlington	91,809.10

This tender was advertised and nine suppliers were notified. Seven responded and two did not reply.

These vehicles will replace existing equipment rendered obsolete by the criteria established within the vehicle replacement programme. Units being replaced will be disposed of at a future auction.

This purchase will not increase the Fleet complement.

DM/DL

cc: C. Guthro, Manager of Fleet Services
C. Rendell, Intermediate Buyer, Purchasing
D. Manningham, Vehicle Acquisition Officer
L. Barker, Administrative Co-ordinator

E.

CITY OF HAMILTON

-RECOMMENDATION-

DATE: 1996 September 26th

REPORT TO: Alderman B. Charters, Chairman & Members,
Finance and Administration Committee

FROM: Susan K. Reeder, Secretary,
Finance and Administration Committee

SUBJECT: **Information Items**

RECOMMENDATION:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

(a) Information Report - Treasurer - Tax billing - Non-metered water - report dated 1996 September 25th

(b) Correspondence - Alderman Marvin Caplan - report on A.M.O. Conference, Toronto - letter dated 1996 September 4th

(c) Correspondence - Alderman Marvin Caplan - report on the International Great Lakes St. Lawrence Mayors' Conference - letter dated 1996 September 4th

(d) Correspondence - W. Murray McCulloch - Proposal to hire bailiffs to collect tax arrears - letter dated 1996 September 20th

Susan K. Reeder.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure followed for these matters is recorded.

URBAN\MUNICIPAL
CA4 ON HBL A05
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1996

URBAN MUNICIPAL

OCT 22 1996

GOVERNMENT DOCUMENTS

NOTICE OF MEETING

FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, 1996 October 22
1:30 o'clock p.m.
Room 233, City Hall

Susan K. Reeder.

Susan K. Reeder, Secretary
Finance and Administration Committee

AGENDA

A. **DELEGATIONS AND PRESENTATIONS**

(a) Art Gallery of Hamilton - Request for the City of Hamilton to provide Property Tax Exemption

(b) Max Reimer, Theatre Aquarius - Property Tax Arrears

(c) Hamilton Parking Authority - Financial Plan Update

1. **IN CAMERA AGENDA**

2. **CONSENT AGENDA**

3. **REFERRAL FROM CITY COUNCIL**

Hospital Restructuring

4. **CHIEF ADMINISTRATIVE OFFICER**

Master Fire Plan

5. **ALDERMAN G. COPPS**

Acquisition and demolition of property at 571 Kenilworth Avenue North - tabled from previous meeting (no copy)

6. **TREASURER**

Downtown Development - Hamilton-Halton Homebuilders Association - Financing

7. **CHIEF ADMINISTRATIVE OFFICER AND DIRECTOR OF PROPERTY**

(a) Agreement to Accept Compensation - 47-51 King Street West, Perry Byrnes (10 MacNab Street South) - Expropriation - Lloyd D. Jackson Square

(b) Request of 35 Brock Street Limited and 600 John Street North Limited, owners of the property known as 35 Brock Street and 600 John Street North, Hamilton - for a Quit Claim Deed from the City

8. **TREASURER AND CITY SOLICITOR**

Policy and Procedures: Property vested on Tax Sale Municipal Tax Sales Act

9. **STEERING COMMITTEE FOR THE OPERATIONAL REVIEW OF THE INFORMATION SYSTEMS DEPARTMENT**

Operational Review of the Information Systems Department - Recommendations arising from the Reports of LGS Group Inc. and Compass Analysis Limited.

10. **CHIEF ADMINISTRATIVE OFFICER AND COMMISSIONER OF HUMAN RESOURCES**

Employee Assistance Program

11. **OTHER BUSINESS**

12. **ADJOURNMENT**

ART GALLERY OF HAMILTON

A. (a.)

October 9, 1996

Alderman Bob Charters
Chair Finance & Administration Committee
Corporation of the City of Hamilton
Hamilton, Ontario L8N 3T4

Dear Alderman Charters:

As you may be aware, the Art Gallery of Hamilton has submitted a financial stabilization request to the Region of Hamilton-Wentworth. At the meeting of the Finance Committee on September 11, 1996, it was indicated that property tax relief can only be granted through an agreement with the City of Hamilton. Theatre Aquarius has been granted property tax relief by the Region because it owned its own land and building. As you are aware, though the Art Gallery of Hamilton owns its building, it is on City land and thus the Region was unable to grant a similar exemption for the Art Gallery.

We request that the City of Hamilton agree to such an exemption based on section 210 of the Municipal Act. Enclosed is a brief providing background to our request. We would appreciate an opportunity to make a presentation to the Finance Committee and hope that the direction may include a City staff report with respect to the feasibility of this request.

Thank you in advance for your consideration.

Yours sincerely,

Rick Helm
President

Enclosure

123 King Street West
Hamilton, Ontario,
Canada L8P 4S8
Tel: (905) 527-6610
Fax: (905) 577-6940

Art Gallery of Hamilton

Request for the City of Hamilton

To Provide

Property Tax Exemption

Presented to the Finance and Administration Committee of the City of Hamilton

October 11, 1996

The Art Gallery of Hamilton has attempted to condense its request for property tax exemption in the following brief. Appendices detailing background information listed below has been filed with the Clerk's Office for review. The Art Gallery is requesting a presentation to the Finance and Administration Committee to expand on the request herein.

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1.0 The Request	Page 1
2.0 Background	Page 2

Appendices
(Filed with Clerk's Office)

Art Gallery of Hamilton is a Municipal and Public Service	Appendix A
Canadian Art Museum Directors Organization Survey of Municipal Support and Payment of Property Taxes	Appendix B
Request for Financial Stabilization from the Regional Municipality of Hamilton-Wentworth	Appendix C
5-Year Financial Plan	Appendix D
Presentation to the Board of Education for the City of Hamilton for Permission to Pursue Property Tax Exemption	Appendix E
Art Gallery's Programs and Services	Appendix F

1.0 THE REQUEST

The Art Gallery of Hamilton requests that the City of Hamilton provide the Art Gallery with property tax exemption under section 210.1 subsection (2) of the Municipal Act which permits the Council of a Municipality to enter into such agreements.

Under the Ontario regulations 46/94, made under the Municipal Act *Municipal and School Facilities - Agreements and Tax Exemptions*, it states that the Council of a Municipality can enter into an agreement to provide property tax exemption under the different classes of Municipal Capital Facilities. The Art Gallery of Hamilton wishes Regional Council to pursue such exemption under section 2.14 municipal community centres and/or 2.16 municipal facilities used for cultural, recreational or tourist purposes. Specific to section 5 of the regulation paragraph b, Council can enter into such an agreement provided that the Municipal Capital Facility are for the Municipality and are for public use. Further, in section 6 (a) the Council of the Municipality can only enter into such agreements if the Municipality "owns or agrees to purchase or will own on reversion of the property, the Municipal Capital Facilities including the land where they are situated and (b) that the Council declared by resolution that the Municipal Capital Facilities are for the purposes of the Municipality and are for a public use".

The Art Gallery of Hamilton is requesting tax exemption under Section 210 with the classification of a "Municipal facility used for cultural, recreational or tourist purposes".

The following brief requests such designation based on the following;

- The Art Gallery, its building, collection and programs are intended for public use.
- The land is currently owned by the City of Hamilton and the building is leased by the Corporation of the Art Gallery of Hamilton until the year 2069, at which time it reverts to City ownership.
- The Art Gallery of Hamilton is a cultural centre and tourist attraction.
- The current condition of the Art Gallery paying property taxes is an exceptional situation when compared to most public art galleries in the country who are property tax exempt.

2.0 BACKGROUND

The Art Gallery has been situated at its current location of 123 King Street West since 1978. It is the fourth largest public art gallery in the province after the National Gallery of Canada, Art Gallery of Ontario and the McMichael Canadian Collection.

The Art Gallery currently pays the City of Hamilton $385,000 for property taxes. The Regional Municipality of Hamilton-Wentworth offsets this payment with an equal grant which is paid annually to the Art Gallery. This diminishes the Region's contribution to the Art Gallery to one of the lowest levels of any Municipality in the country (see appendix b). Tax exemption is an integral part of the Art Gallery's strategy for long-term self-reliance. Toward this end, the Art Gallery has presented an application to the Regional Municipality of Hamilton-Wentworth for a short-term financial stabilization grant. The condition by which the grant would be provided the Art Gallery requires that property tax relief be obtained (see appendix c).

Tax exemption is an integral part of the Art Gallery's strategy for long-term self-reliance.

Currently, the Art Gallery is experiencing dramatic decreases in financial support from every level of government. This reality is creating significant financial stress on the organization. Anticipating the potential government cutbacks, the Art Gallery has implemented a revenue strategy to develop new and existing sources of income. The full benefits of this effort will take time to come to fruition. The depth and rapidity of the cuts cannot be compensated for by current returns of the revenue strategy creating an immediate and crippling financial situation for the Art Gallery.

This situation is causing the Art Gallery to record its first deficit in its 84 year history which will accumulate to unmanageable levels in 1998. The Art Gallery administered significant expense reductions in 1992 with staff lay-offs and a reduction in service to the community. As a result, there remains no reduction in the budget significant enough to maintain the Art Gallery's current operations. The Art Gallery believes in its financial responsibility to invest in the development of new sources of revenue. These are identified in appendix e. However success is dependent on short-term financial support from the Regional Government and tax exemption through the City of Hamilton

Both the City of Hamilton and the Region of Hamilton-Wentworth passed motions endorsing the Art Gallery's request to pursue a private members' bill through the Provincial Legislature. As part of this process it was necessary for the Art Gallery to receive permission from the Hamilton Board of Education. After lengthy examination, the School Board declined to support the Art Gallery's request. Since this process was initiated, massive cuts have taken place at all levels of government greatly effecting the Art Gallery and making a private members' bill impractical for the following reasons;

- The School Board denied the Art Gallery's initial application and if the Provincial Legislature grants a private members' bill, it is suggested that only a 50% tax exemption would take place to allow the School Board to continue to receive their share.
- Approval by the Provincial legislature of a private members' bill exempting the Art Gallery from paying property taxes is tenuous. Given the agenda of the Provincial Government, the private members' bill may not receive the attention necessary to be positively accepted in the short-term. At best, a private members' bill may be accepted in the long-term, but this would be too late to have a positive impact on the Art Gallery's financial situation.

Implications for the School Board

As part of the Art Gallery's mission it is committed to education and over the past two decades it has worked closely with area School Boards. Thousands of programs have been developed and subsidized by the Art Gallery and with nominal support being requested from the School Board in the form of a token fee per school child. In certain cases, where schools were in economically challenged areas, even these fees were waived to facilitate the school's use of the Art Gallery's education programs. The Art Gallery's commitment as a resource for teachers and school children continues and remains a critical service in light of current cuts to the School Board. The Art Gallery can only maintain itself as a resource if it is financial stable and can afford to retain programs and staff.

School Board is one of the most significant beneficiaries of the Art Gallery's work in the community.

The School Board's denial of the Art Gallery's request for property tax exemption and permission to pursue a private members' bill was disappointing, particularly because the Art Gallery is an unique and extremely valuable resource and of great service to the children and teachers of the school system. This resource includes a nationally recognized collection, ideal facilities for meetings and receptions and a specialized staff to work with teachers and develop school programs. The School Board has been one of the most significant beneficiaries of the Art Gallery's work in the community. The programs currently provided by the Art Gallery are identified in appendix f.

APPENDIX A:
The Art Gallery of Hamilton is a Municipal and Public Service

The Art Gallery of Hamilton provides many forms services to the public. The following should be noted;

a) **Holds the Municipal Collection of Art**
The collection of the Art Gallery of Hamilton is the collection of the people of Hamilton. It is held in trust, not only for the use of current generations, but for future generations. Municipal support of this collection and important service should be comparable to the support the City provides to the collections and activities of the Municipal Museums and other services.

b) **Public Programming**
All programs are offered to the public, either free of charge or at a modest fee. In the past, the Art Gallery has developed programs to serve not only various age groups, but also distinct ethnic groups. As an example some of our programs have focused on working with the Italian, Chinese, Latin American, Ukrainian, and First Nations communities over the past four years.

c) **School Programs**
We have offered programs to area school boards for over twenty years. These have involved touring programs for school children, where thousands have participated. We have also participated in the in-service training of teachers, the development of learning tools for the primary and secondary school system, developed hands-on workshops and organized special learning opportunities to satisfy the specific needs of individual schools. The Art Gallery's involvement in the school system is more critical now then every before since the Boards are cutting back on programs that deal with the arts.

d) **Tourism**
The Art Gallery regularly attracts visitors from outside the community. Major exhibitions have in the past been promoted not only nationally, but in Michigan and New York state. In recent years, stronger links have been made with the Economic Development department and Regional Visitor and Convention organizers with the ability to attract visitors with our new ticket purchasing program. We have found widespread interest within the province in the current exhibition as well as in some States.

e) **An Receptive and Active Partner in Community Events**
Many times the Art Gallery has participated in community-wide events lending its facilities and developing complimentary programming where possible. An example of a number of these in recent years include a reception for the Juno Awards, opening of Festitialia celebrations, participation with the upcoming Grey Cup celebrations, hosting receptions for the International Students Science Fair, participating in the 1996 First Night event and organizing many activities in association with Hamilton Sesquicentennial, which represent only a few successful partnerships that have taken place and will continue to be of benefit to the community.

f) **Access to Facilities**
Numerous community groups have used our facilities. The Gallery rents to the private sector, but often offers space free of charge to not-for-profit organizations. These have included the Region of Hamilton Wentworth, the City of Hamilton, the School Boards, Hamilton Psychiatric Hospital, Hamilton Writers Association, Hamilton and Regional Arts Council, McMaster University, Hamilton Community Foundation and many others.

The Art Gallery of Hamilton has always seen its self as a resource to the community. It exists for and because of the community.

APPENDIX B:

Canadian Art Museum Directors Organization Survey of Municipal Support and Payment of Property Taxes

MUNICIPAL SUPPORT COMPARISON FOR CAMDO DRAFT 4/7/96

	CITY	GALLERY	MANDATE	IMMEDIATE POPULATION	METROPOLITAN POPULATION	1995 OR 95/96 TOTAL REVENUE	MUNICIPAL OR REGIONAL GOVT. GRANT FOR SAME PERIOD	OTHER REGIONAL GRANTS	MUNICIPAL OR REGIONAL GOVT. GRANT AS PERCENTAGE OF TOTAL BUDGET
1	Calgary	Nickle Art Museum	university	750,000		$600,000	$0		N/A
2	Hull	Museum of Civilization	federal	1,000,000		$52,000,000	$0		N/A
3	Lethbridge	Southern Alberta Art Gallery	munic.	66,000	130,000	$500,000	$87,600		17.52%
4	Ottawa	The Ottawa Art Gallery	munic.	712,000		$405,000	$115,000	$44,000	39.26%
5	Toronto	The Power Plant	other	2,300,000	6,000,000	$1,900,000	$105,000		5.53%
6	Windsor	Art Gallery of Windsor	munic.	200,000	400,000	$1,600,000	$599,000		37.44%
7	Fredricton	Beaverbrook Art Gallery	prov.	40,000	60,000	$1,000,000	$0		N/A
8	Kelowna	Kelowna Art Gallery	regional	90,000	140,000	$360,000	$185,000		51.39%
9	Burlington	Burlington Art Centre	munic.	136,000	3,000,000	$995,000	$385,000		38.69%
10	Oakville	Oakville Galleries	munic.	122,000	Halton and margins of To.	$670,000	$294,400		43.94%
11	Burnaby	Burnaby Art Gallery	regional	150,000	1,500,000	$500,000	$219,000		43.80%
12	London	London Regional Art and Historical Museum	regional	325,000	1,200,000	$1,600,000	$1,100,000		68.75%
13	Montreal	Musee D'art Contemporain de Montreal	prov.	1,200,000	3,000,000	$8,500,000	$0		N/A
14	Joliette	Musee d'Art de Joliette	regional	17,000	35,000	$760,000	$88,000		11.58%
15	Kleinburg	McMichael Canadian Collection	prov.	130,000	3,500,000	$6,000,000	$0	$0	N/A
16	Victoria	Art Gallery of Greater Victoria	munic.	300,000		$1,300,000	$150,000		11.54%
17	North York	Art Gallery of North York	munic.	650,000	2,500,000	$500,000	$500,000		100.00%
18	Peterborough	Art Gallery of Peterborough	munic.	67,000		$250,000	$116,000		46.40%
19	Saskatoon	Mendel Art Gallery	munic.	190,000		$1,700,000	$940,000		55.29%
20	Ottawa	Carlton University Art Gallery	other	1,200,000		$270,000	$0	$0	N/A
21	St. John's	Art Gallery of Newfoundland and Labrador	prov.	125,000	165,000	$413,000	$0	$0	N/A
22	Montreal	Canadian Centre for Architecture	national	800,000	2-3,000,0000	$12,000,000	$0	$0	N/A
23	Hamilton	Art Gallery of Hamilton	regional	312,000	600,000	$1,700,000	$440,000	grant for property tax	25.88%
24						TOTAL	$5,368,000	< included	
25									
26								AVERAGE	39.80%
27									

	MUNICIPAL SUPPORT	COMPARISON FOR CAMDO						
	CITY	GALLERY	INDICATE CONTRIBUTION FROM SCHOOL BOARD FOR PERIOD	TAXES PAID	OWN PROPERTY	OWN BUILDING	MUNICIPAL CONTROL OVER BUILDING	RELATIONSHIP TO MUNICIPALITY RE. GOVERNANCE Money comes from
1	Calgary	Nickle Art Museum	$0	$0	yes	yes	none	none
2	Hull	Museum of Civilization	$0	$0	crown	crown	none	none
3	Lethbridge	Southern Alberta Art Gallery	$600	$0	no	no	yes	Human and Leisure Services
4	Ottawa	The Ottawa Art Gallery	$0	$0	no	no	yes	city and region
5	Toronto	The Power Plant	$0	$0	no	no	one of 3 part.	Toronto Arts Council, Metro To. Cultural Affairs
6	Windsor	Art Gallery of Windsor	$0	$0	yes	yes	no	funded as agency of City
7	Fredricton	Beaverbrook Art Gallery	$0	$0	yes	yes	no	cash support to capital
8	Kelowna	Kelowna Art Gallery	$5,000	$0	no	no	yes	Leisure Services Department
9	Burlington	Burlington Art Centre	$0	$0	no	no	no	funding from Council with $ for building from Parks and Rec.
10	Oakville	Oakville Galleries	$0	$0	no	no	yes	local board and autonomous corporation
11	Burnaby	Burnaby Art Gallery	$500	$0	no	no	yes	funding through Parks and Rec. w. new initiative going to council
12	London	London Regional Art and Historical Museum	$10,000	$0	yes	yes	no	Board of Control and Community and Protection Services
13	Montreal	Musee D'art Contemporain de Montreal	$0	$0	no	no	no	none
14	Joliette	Musee d'Art de Joliette	$0	$22,000	yes	yes	no	City Council
15	Kleinburg	McMichael Canadian Collection	from admission	$0	yes	yes	no	cooperation
16	Victoria	Art Gallery of Greater Victoria	$100,000	$0	yes	yes	yes re. exterior	heritage designation allows munic. control of exterior
17	North York	Art Gallery of North York	$0	$0	city	city	yes	N.Y Performing Arts Centre Corporation has control
18	Peterborough	Art Gallery of Peterborough	fees	$0	no	no	yes	Support comes from Council
9	Saskatoon	Mendel Art Gallery	from fees, $3000	$0	city	city	yes	Grant from city council
20	Ottawa	Carlton University Art Gallery	$0	$0	yes	yes	no	none
21	St. John's	Art Gallery of Newfoundland and Labrador	$0	$0	no	no	no	none
22	Montreal	Canadian Centre for Architecture	$0	$0	lease		no	none
23	Hamilton	Art Gallery of Hamilton	fees with admissions yes w. off setting grant		no	yes	yes re. exterior	Regional Council
24								
25								
26								
27								

APPENDIX C:

Request for Financial Stabilization from the Regional Municipality of Hamilton-Wentworth

Art Gallery of Hamilton

Special Appeal to the Regional Municipality of Hamilton Wentworth

Working Together and Investing in the Future. . .

August 28, 1996

The following brief will explain the current situation facing the Art Gallery of Hamilton (the Art Gallery) and the efforts the Art Gallery has made towards greater self-sufficiency. The Art Gallery is requesting a re-evaluation of the partnership between this cultural resource and the Region of Hamilton-Wentworth. With improved support, the Art Gallery will be able to stabilize its finances and continue to be a cultural service for the citizens of the Hamilton-Wentworth area.

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Appendices
(Filed with Regional Clerk)

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1.0 EXECUTIVE SUMMARY

The Art Gallery of Hamilton can only achieve independent financial stability with the short-term assistance of the Region of Hamilton-Wentworth. After years of effective management and governance, dramatic and rapid reductions in government support have created a financial condition which challenges the Art Gallery's future viability.

The Board of Directors of the Art Gallery has been entrusted with the safekeeping of the permanent art collection for the citizens of the Region of Hamilton-Wentworth. In this capacity, the Board of Directors has maintained responsible financial management by being proactive in planning for government cutbacks and concentrating the Art Gallery's remaining resources on securing self-generated revenue.

Short-term support will allow the Art Gallery to maintain its service to the community while it becomes more self-sufficient.

Without additional support, the current operational shortfall experienced by the Art Gallery, estimated to be $250,000, will accumulate to an unmanageable deficit by the end of 1997. Under the present circumstances, the Board of Directors will not accept a deficit of a similar magnitude in 1997, thus the Art Gallery is in a position where it can not continue to function.

In order to continue to provide service to the Region, the Board of Directors finds it necessary to approach the Region for a three year stabilization grant of $235,000 annually.

The grant will not be applied to the accumulated deficit, but will be invested in the operational budget and revenue generating strategy. In this way, the Region will ensure the Art Gallery is able to maintain its service to the community while it secures sustainable non-governmental revenue. The deficit will be slowly reduced during the next four years with any excess income produced from investments or revenue generation.

Tax exemption is a method of diverting funds to the Art Gallery without increasing the overall grant.

The Art Gallery receives a grant from the Region for $815,330, of which $385,000 are returned in property taxes, leaving $440,330 for the operational budget. If tax exemption status were granted, a portion of the offsetting Property Tax Grant could be used to provide the Art Gallery with the additional $235,000 stabilization grant needed. Though this restructuring would increase the grant amount net of taxes, it would decrease the overall Regional funding to the Art Gallery.

Specifically the Gallery requests the following:

- an increase in its net annual grant of $235,000 for a period of three years (which could come in the form of the City exempting the Art Gallery from payment of property taxes),
- maintain existing grant at current level for the next 5 years,
- a proportional contribution towards capital renovations.

For this investment, the Region will receive;

- a level of service appropriate for the Region as a whole, as the Art Gallery will be able to continue operating,
- active participation by the Art Gallery in the economic revitalization of the downtown core and the Region,
- the social and economic benefits detailed in Section 6.0,
- a reduction in Regional support in the fourth year to 1996 levels and further reductions in subsequent years as the Art Gallery becomes more self-reliant.

The full benefits provided by the Art Gallery of Hamilton can not be solely defined by its significant economic impact on the Region. The Art Gallery reflects the cultural identity of the residents of Hamilton-Wentworth and then promotes this unique vision within the Region and across the country. The Art Gallery remains a remarkable Regional asset and must continue to operate and service the community. It has an inherent value as a Regional cultural institution that is a fundamental component of the quality of community life.

2.0 INTRODUCTION

The Art Gallery of Hamilton is a public service run by the Board of Directors and volunteers for the benefit of the community. In order to maintain its current operations, the Art Gallery has made a commitment to greater self-sufficiency in light of the severe reductions in government funding. The Art Gallery has undergone extensive cost cutting and invested time and funds into the development of new and existing sources of income.

A short-term increase in support will ensure long-term self-reliance.

The full benefits of this revenue strategy will not be experienced for several years and we are requesting assistance during this time of adjustment. Regional support will allow the current Development plan to come to fruition, while maintaining the Art Gallery's service and benefits for the citizens of Hamilton-Wentworth. In this way, a short-term increase in Regional support will ensure the long-term self-reliance of the Art Gallery.

3.0 CURRENT FINANCIAL SITUATION

The Art Gallery is struggling with a difficult financial situation due to the rapid and extensive nature of the cuts from all levels of government funding. These reductions are particularly difficult to absorb when they are experienced at a time when the building is in dire need of costly improvements to ensure the safety of the permanent collection entrusted to the Art Gallery.

The Art Gallery is facing the first accumulated deficit in its history.

3.1 Projected Deficit

The Art Gallery is facing the first accumulated deficit in its history. In the past, the Art Gallery has been able to reduce its operational budget in proportion to government cutbacks. However, further cost cutting in the budget can not fully compensate for the loss of funding and investment efforts will take time to realize returns. Within this economic context, the Art Gallery will incur an operational shortfall of approximately $250,000 in 1996 which will grow into an unmanageable burden by the end of 1997. This dire financial projection is unacceptable to the Board of Directors and it is clear that the Art Gallery will not be able to sustain its current operations without short-term assistance from the Region.

Increasing the deficit is unacceptable to the Board of Directors.

3.2 Government Cuts

The Art Gallery of Hamilton's grant from the Region dropped by 20% in 1996, an amount of $102,000. This represents a drop in support of 53.2% since 1989, when adjusted for inflation using the Consumer Price Index. Cutbacks on the Provincial level have come from the Ontario Arts Council which has reduced the Art Gallery's grants by 32%, resulting in a further reduction of $96,000 a year. The Federal government has also cut grants for programming and administration by 80%, equating to a $65,000 decrease from the 1995 level. These severe decreases in funding would be difficult to compensate for when experienced individually, but when simultaneously administered the damage is even greater.

Cuts experienced from all levels of government.

3.3 Funding from the Region

Regional support lower than country average.

A decrease in the Region's current support will further reduce a funding source that is already significantly lower than the country average. The Art Gallery is currently supported by the Region at 24% of its total revenue[1], in comparison with other Regional galleries receiving an average of 40%. Currently the Regional grant to the Art Gallery is $825,330, of which $385,000 are returned through the payment of property taxes, leaving $440,330 for the operating budget.

3.4 Fixed Expenses

Building expenses are 50% higher than those of comparable galleries.

The Art Gallery has undergone several comprehensive reviews resulting in further reductions in expenses (as detailed in Section 4.3). The fixed costs of the Art Gallery that can not be further reduced are those associated with the facility. Though the building has been made as effective as possible, it remains costly to operate at approximately $280,000 per year. A significant fixed operating expense is the utility expense which is paid to the City. The utility expense for the Art Gallery is greater than that experienced by other galleries of similar size. In addition, this expense has been increasing over time. The total operating costs associated with the Art Gallery's facility are approximately 50% higher than those of similar institutions (i.e. McMichael Collection of Canadian Art, Art Gallery of Windsor). The expense of maintaining the facility represents the greatest fixed cost which is beyond the Art Gallery's control.

3.5 Capital Improvements

$1.5 million in capital improvements are urgently required in 1997.

In addition to general operating costs, the facility also requires an extensive renovation program with an estimated cost of $2.2 million to be completed by the year 2000. Included in this program are critical building improvements urgently required in 1997 to safeguard the Art Gallery's collection at a cost of approximately $1.5 million. Through the Department of Canadian Heritage, Minister Sheila Copps has committed $425,000 to this part of the project under the condition that matching monies are obtained.

[1] The grant to the Art Gallery of Hamilton is expressed, net of the offsetting grant for the payment of City taxes.

New monies that have to be raised for this capital renovation will affect the annual campaign which supplements the operational budget. In light of the current financial position, the needs of the building and the needs of funding the day to day operations conflict with one another. Undertaking the pressing capital improvements will not be possible without a renewed commitment from the Region.

4.0 PROACTIVE FINANCIAL MANAGEMENT

The Art Gallery has been responsible and progressive in its planning for future self-sufficiency through extensive expense reduction and the development of new and existing sources of income.

4.1 Strategic Planning and Policies for the Future

In anticipation of further cuts to government funding and greater competition for fundraising revenue, the Art Gallery has undergone several extensive reviews to identify the most efficient means of operation.

- A Reorganization Task Force examined the Art Gallery's operation in 1992. The result was significant restructuring, a decrease in staff size, the incorporation of new technologies and a more efficient operating structure.

Comprehensive planning studies have resulted in extensive cost cutting and greater efficiency.

- In 1994, a comprehensive master plan and feasibility study was completed by an outside consulting firm. This extensive review provided an opportunity for a careful examination of the Art Gallery's facility, operations, programming and needs for the future. The study based its recommendations on many interviews and surveys of visitors and the community.

- With all the possible cost cutting measures implemented, the need for additional revenue generation was further explored in early 1996. The Art Gallery agreed to pursue a more extensive plan to develop new and existing sources of income through the allocation of time, energy and resources.

- A business plan is being developed which will draw from the Art Gallery's goals, strategies, actions and performance indicators to progress toward greater self-sufficiency.

Cuts to expenses have been extensive with reductions in services, personnel and hours of operation.

4.2 Expense Reduction

In response to the government cuts of 1992 and 1993, the Art Gallery reduced expenses dramatically and decreased staff by 1/3 leaving only 21 employees to maintain security, education, fundraising, and collection management. Costs have been further reduced through investments in training and upgrades in technological systems, allowing the operation to function more efficiently. Improvements in the security system have resulted in reduced security staff, while the implementation of an upgraded computer system led to less reliance on clerical support. With this reduced complement of staff, the Art Gallery has the smallest ratio of staff to gallery size in comparison with similar galleries in Canada. The reorganization that took place maintained only basic programs for the community and regrettably cut the Art Gallery's public hours from six days a week to five.

These measures represent the areas most noticeably altered by the expense reduction. They have affected the Art Gallery's ability to serve the public and properly manage the collection, which are integral to the mission of the Art Gallery.

At this time, there are no significant reductions which the Art Gallery can initiate to balance its budget that are not related to revenue generation, fulfilment of mission or the facility itself. As a result, the Art Gallery has approached its financial situation as a revenue problem.

4.3 Investment in Self-Generated Revenue

The Art Gallery has adopted a strategy to develop new and existing sources of income to compensate for further decreases in government funding.

Fundraising strategy is in place to compensate for government cuts.

- Restructuring of Development Department: The restructuring of the Development department to include marketing and visitor services has resulted in the hiring of a number of highly talented people and a more efficient operating structure. It is anticipated that most, if not all, fundraising targets for 1996 will be met representing a 50% increase over the fundraising efforts of 1995.

- Improved Return on Investments: Changes in investment policy and the retention of an investment manager have allowed the endowment fund to generate significant gains. A significant amount of the 1995 gains were transferred to balance the 1995 operations' budget.

- Increased support of the Art Gallery Foundation: The Art Gallery has been developing plans to actively solicit donations to the Foundation which will help provide financial stability in the future. A goal of $3 million is projected for the year 2000.

- Increased Admission Revenue: Admission policies were carefully reviewed in late 1995 and fees were implemented in 1996. The admission fees will result in significantly higher income generation in this and future fiscal years, but the true benefits will only be seen as attendance increases.

Development of Endowment Foundation is essential to long-term stability.

- Increased Sponsorship and Membership: The Art Gallery has been cultivating sponsorship revenue and developing new partnerships with the corporate and private sectors. New membership categories (i.e. President and Curator's Circle) have been established and are being aggressively pursued with significant growth expected in the next four years.

- Increased Retail Revenue: The Art Gallery has also been investing in the restructuring of the Gallery Shop and Art Rental to maximize the revenue potential in the retail area.

Though all of the efforts detailed briefly above will significantly improve the Art Gallery's self-generated revenue, the full benefits will not be achieved for another three to four years (see financial projection attached in appendix d).

5.0 RENEWED PARTNERSHIP

Regional support is necessary to achieve financial stability.

The Art Gallery is a Regional asset worth preserving. The only way it will flourish and meet its objective of public service is through ensuring financial stability. The Art Gallery is striving for self-reliance through new and creative ways of developing non-governmental income and all feasible options are being pursued. Sustainable financial stability is dependent on a commitment by the Region to play its part in a fair and equitable partnership.

5.1 Stabilization Grant in conjunction with Tax Relief

The Art Gallery is requesting an increase in its net grant of $235,000 annually for three years. This request could be implemented by relieving the Art Gallery of its property tax burden and continuing to transfer a portion of the offsetting tax grant (currently $385,000) to act as a short-term stabilization grant. The vast majority of public galleries do not pay taxes. The Art Gallery is a Municipal and Regional service offering many benefits to the residents of this community, which would validate it under Section 210 of the Municipal Act allowing the Municipality and/or the Region to grant property tax exemption for community services.

The majority of art galleries have tax exempt status.

5.3 Contributions to Capital Costs

The Art Gallery requests the Region to contribute a portion to capital projects. Capital construction and renovations have been shared in the past acknowledging mutual responsibility and distributing the financial burden between the Federal government, the Region and the Art Gallery. This remains a fair approach for a facility that is ostensibly a public building.

Fair partnership in capital renovation program.

5.4 Value Bench Marks

The Region and the Art Gallery will establish a value bench marking system to assist decision makers in making prudent evaluations in the future. The Art Gallery and the Region of Hamilton-Wentworth would be involved in a review process including semiannual status reports outlining the progress of the Art Gallery in achieving its goals. This process would establish a criteria for measuring the effectiveness of the Art Gallery as a community resource.

Establish criteria for assessment of Art Gallery's progress.

5.5 Long-term Regional Grant Reductions

The possibility of long-term reductions will be examined as the Art Gallery progresses towards self-reliance. It is the Art Gallery's intention to rely less on government grants in the future. Once the levels of self-generated revenue have increased by the year 2000, a reduction in Regional support to 1996 levels and further reductions in subsequent years could be assessed.

5.6 Greater Integration through Improved Communication

The Region and the Art Gallery will be encouraged to integrate their functions and services to better support initiatives such as community service, economic development, downtown revitalization, and capital improvements.

6.0 BENEFITS TO THE REGION

There are numerous benefits to having a vital cultural resource the size and scope of the Art Gallery in the downtown core of the Region, though the magnitude of each benefit can not always be fully determined. The greatest contribution of the Art Gallery is evident through its service to the community and its impact on the economic development of the Region, and the downtown core in particular.

6.1 Service to the Community

The Art Gallery is a symbol of the Region and reflects the diversity of the community.

- Cultural Identity; The Art Gallery is a symbol of pride for the Region as the third largest gallery in Ontario (after the National Gallery and the Art Gallery of Ontario). It is responsible for representing the cultural identity of the Region through its exhibitions, educational programmes and additions to the collection. The Art Gallery has hosted the court procedure for new citizens in an effort to introduce the cultural community to new members of the Region.

- Representation and Balance of the Region; The Art Gallery regularly exhibits the work of Regional artists. These works are often included in travelling exhibitions organized by the Art Gallery which represent the Region's active cultural community to other metropolitan centres. The Art Gallery also contributes significantly by balancing the industrial aspect of the community with a strong cultural identity.

- Extensive Collection; The Art Gallery is the trustee of an impressive collection of approximately 7,500 works of art insured at $44 million, which is the envy of other galleries and cities. Works in this collection act as a signal of the cultural presence in the Region of Hamilton-Wentworth.

The Art Gallery offers unique educational opportunities which would not normally be available through the school system.

- Contribution to the Education of School Children; The Art Gallery plays an important role in art education as school boards divest more and more responsibility in this area. Currently the Art Gallery provides many education services to thousands of school children a year. The Art Gallery has secured reduced rates with Laidlaw bus company for schools organizing a tour to the Art Gallery. This effort encourages more involvement from schools outside of the downtown core. The Art Gallery offers in-service training for teachers and other special education initiatives as part of a regular contribution to students' balanced development.

The Art Gallery is accessible to all members of the community through its education programmes, special services and satellite exhibitions.

- Contribution to Adult Education: The Art Gallery offers on-going art studio courses in the Art Gallery and other sites in the Region. Art appreciation ccurses are also offered in conjunction with MacMaster University through their continuing education program. Guided tours are available for visitors with special tours arranged for senior visitors and adults with English as their second language.

- Community Services; The Art Gallery offers an opportunity to experience art in locations outside of the Art Gallery's facility such as the Irving Zucker Sculpture Court on Commonwealth Square and the Hamilton Regional Cancer Centre. It is hoped that with greater financial stability, the Art Gallery will be able to expand these satellite services to even more locations in the Region.

- Excellent Facilities Available The Art Gallery's $13 million facility is available for suitable functions to any Municipality. It has been used for celebrations, receptions for dignitaries such as the Governor General, conferences and meetings. The Art Gallery offers an impressive, elegant and dignified environment unique to the Region.

6.2 Economic Impact to the Region

- Economic Impact; The economic impact of any organization is difficult to define, however, the Art Gallery's impact has been determined at $3 million by its annual operations. This does not encompass the entire scope of the economic benefits generated through visitors, employees, volunteerism and general tourism.

The economic impact of the Art Gallery is evident through its annual operations, capital investment and increased tourism.

- Capital Investment; The City owns the property on which the Art Gallery rests. Any investment in the building is a capital investment for the City. This is a cost-effective way for the Region to improve its facilities. The Art Gallery has invested heavily in capital improvements which ultimately represents an investment in the Region and the downtown core in particular.

- Tourism; The Art Gallery attracts significant tourism through exhibitions such as "Spirit of the Ukraine", which was attended by tens of thousands of visitors. Audiences come from all over the country and abroad with greater representation from Regional residents and those of southwestern Ontario.

- Increased self-sufficiency: By remaining a vital organization, donors will continue to give to the Art Gallery further increasing the Art Gallery's self-generated revenue. Individuals such as Irving Zucker, who has given $2.9 million worth of art and monetary donations, and Roy Cole, who has donated approximately $2.1 million worth of art, will further appreciate the value of this Regional institution and their generosity will continue to be of benefit to the citizens of the Region.

- Diversification of the economic community; The reputation of the Art Gallery helps to identify the Region as an active cultural community, attractive to companies and their executives considering moving from other city centres to the Region.

6.3 Important Contributor to the Downtown Core

The Art Gallery is an active partner in the efforts to revitalize the downtown core.

- Economic Impact; All of the economic benefits detailed above are specifically beneficial to the downtown core due to the Art Gallery's central location. In addition, the Art Gallery has undertaken special initiatives where private/public sector partnerships assist businesses in the downtown core as well as other nonprofit organizations.

- Cultural Attraction; As a major attraction open five days a week, the Art Gallery currently represents an anchor in a cluster of entertainment, convention and shopping facilities minutes from the intersection of James and King Street. The Art Gallery draws people to the downtown core through its various exhibitions and education programmes with over 30,000 visits recorded in 1995 and 65,000 in 1994.

- Focus Point; The Art Gallery not only encourages visitors for specific exhibitions, but also offers a centrally located meeting place for the public enhanced by the popularity of the Irving Zucker Sculpture Court. It is the venue of many celebrations such as Sesquicentennial, Festitalia, and the Ukranian Centenary.

These benefits illustrate how the Regional government will continue to get a strong and tangible return for its investment in the Art Gallery. For a net investment of $440,330 the Region receives direct benefits totalling $3 million. This investment represents a cost-effective return for the Region. Though the Regional and Municipal governments pay up to 100% of the

cost of maintaining and programming other community centres, the Region currently pays 20% of the Art Gallery's operational cost. The Art Gallery's abiiity to generate non-governmental revenue and involve hundreds of volunteers is also to the advantage of the Region. Maintaining this type of partnership makes economic sense for the Region of Hamilton-Wentworth.

7.0 CONCLUSION

The Art Gallery has to make significant changes as it adapts to government cutbacks by developing new and existing sources of income. These changes will allow the Art Gallery to continue with improved service to the community and an increased sense of value for its activity. Ultimately, through its revenue strategy the Art Gallery will rely less on government revenue and will achieve greater financial self-sufficiency.

The Region plays a critical role in facilitating the financial stability of the Art Gallery.

As partners with the Region of Hamilton-Wentworth, we will succeed in achieving our goals. With your involvement we will be able to maintain our role as one of the most important public art galleries in the country, with a remarkable collection requiring proper care and exposure to ever-increasing audiences.

As we close on the twentieth century we all will look back at what we have created and what we have lost. We will examine the quality of our lives as it compares to previous generations. It has become clear that the government needs to define a stronger working relationship with the services that are of value to its citizens. The Region of Hamilton-Wentworth already has the foundation for a fruitful partnership with its Art Gallery and is in the position to act as a facilitator to ensure the Art Gallery's future stability and development. The Region's involvement in the Art Gallery is more critical now than ever, as it invests in the cultural identity of the community and strengthens the institution that defines us.

APPENDIX A

MISSION STATEMENT

The Board of Directors of the Art Gallery of Ha: lton approved the following Mission Statement in 1995. The development of this statement was part of an extensive process involving board, staff resources and an independent consultant.

The Art Gallery of Hamilton is a public resource with a collection of national significance and is dedicated to engaging and enriching the local community as well as the wider art audience. The Gallery offers exhibitions, programs and activities to create a stimulating environment for everyone to explore the human experience through art.

Approved by the Board of Directors, January 10, 1995

AIMS AND OBJECTIVES

Status and Mandate

The Art Gallery of Hamilton is incorporated under the Corporations Act of Ontario as a non-profit organization without shared capital. Its members are largely citizens of Hamilton-Wentworth and surrounding area who elect a Board of Directors annually in accordance with the Corporation's By-laws.

Statement of Purpose

The purpose of the Art Gallery of Hamilton, as approved by the Board of Directors, February, 1987 is to develop, maintain and fund a centre of national stature for the study and enjoyment of the visual arts

I) by providing an environment that will **maximize the enjoyment and use of the Gallery;**

2) by **implementing a systematic acquisition** policy directed to the enrichment of the Gallery's permanent collection;

3) by ensuring the **protection, conservation, preservation, and documentation of works of art in the permanent collection,** or on loan, or otherwise in the custody of the Gallery;

4) by **researching, organizing and promoting a variety of exhibitions** of art of consistently high standard, both from the permanent collection and from other sources, to interest a wide cross-section of the public;

5) by **providing a resource centre**, programmes, services and learning opportunities to attract and inform the public, and to develop appreciation and critical judgement of art;

6) by **developing effectively the human resources** available to the Gallery.

Approved by the Board of Directors, February, 1987

APPENDIX B

FACT SHEET (1995)

History

* Incorporated in 1914, the Art Gallery of Hamilton is **one of the oldest public art galleries in the country.** The "new" building was opened by Lieutenant Governor Pauline McGibbon on October I, 1977.

Building

* Contemporary, spacious building of 74,000 square feet, with an estimated value of $13 million. It is the **third largest Gallery in Ontario**.

Permanent Collection

* One of the most important collections in the country the **7,422 art works** in the Gallery have an estimated **value of $44,000,000.** While focussing on Canadian contemporary and historical works and 20th-Century American art, there is also a substantial collection of Dutch 17th Century, Italian 17th & 18th Century and French 19th & 20th Century works. The permanent collection was enhanced with seven purchases and 62 donations including that collection of 60 drawings and paintings and another of 151 photographs.

Exhibitions

* 1996 will feature **eighteen exhibitions,** with a balanced program of local, provincial, national and international works from both the contemporary and historical periods.

Library

* A specialized Library of Fine Arts which includes **4,600 volumes and 6,000 slides** provides a valuable resource for all Canadians. The Special Collection of rare books is for reference only.

Attendance

* More than **30,000 individuals** attended the Gallery in 1995, including general attendance, program related attendance and school tours.

Staff

* **21** full time and part-time staff

Volunteer Committee

* **over 300,** who contributed **over 25,000 hours** to the Gallery

APPENDIX C:
Programs and Services

The Art Gallery offers a wide range of programs that appeal to all members of the community. There are two main areas of programming at the Art Gallery, exhibitions and learning services.

Exhibition Programs
The Art Gallery presents diverse exhibitions reflecting both cotemporary and historical art by Regional, national and international artists. The Art Gallery takes a special interest in exhibiting the works of Regional artists who represent an unique vision of the community.

Another important source for exhibitions is the Art Gallery's permanent collection which is highlighted in many changing exhibitions each year. In total, the Art Gallery has between 18 and 24 exhibitions per year in its 10 galleries representing many different aspects of art.

Learning Programs
The education programs provided by the Art Gallery serve several functions. They provide information on an existing exhibition, increase the public's general knowledge of art, and introduce people to the Art Gallery. All of these programs work toward improving the visitor's experience at the Art Gallery.

<u>Information on an existing exhibition</u>;
Many different programs are co-ordinated in conjunction with exhibitions at the Art Gallery to enhance the visitor's appreciation. Some educational programs are;

- Lectures are given on a regular basis
- Films and videos are available in the Art Gallery
- Special tours by docents provide insight into exhibitions and answer any questions
- Reading tables, audio centres and computer terminals are available

Increase general knowledge of art

Children's Education;

- School tours introduce children to art
- Children's learning centre allows children to explore at their own pace
- In-service training for teachers, special tools and teachers' aides encourage art appreciation in the classroom
- Special programs inform and educate children during the March Break and summer holidays
- Artist-in-Residence Workshops are taught by successful artists to encourage the next generation of artists

Adult Education

- Studio classes are offered in many forms of art such as watercolours and oil painting
- Art history and general art appreciation courses are given through education centres like MacMaster University
- Special tours for adults with specific requirements such as English as a Second Language, seniors and the developmentally challenged

Introduce the people to the Art Gallery:

The Art Gallery also provides general programs to make the collection more accessible to the general public;

- Concerts use area musicians
- Families First is an open day with various education programs and refreshments to encourage families to appreciate art together
- Behind the Scenes tours give visitors a sneak preview at the "workings behind the walls" at the Art Gallery like art restoration projects taking place in the Registration Department
- Book club which meets once a month to discuss books exclusively about art and architecture as well as other issues
- Special events combine fundraising with increasing accessibility

APPENDIX D:

5-Year Financial Plan

The 5-year financial plan is based on the expectation that the Region of Hamilton-Wentworth will provide stabilization funding and the City of Hamilton will provide the Art Gallery with exemption from property taxes.

The 5-year financial plan shows an increase in non-governmental revenue generated by the Art Gallery's commitment to an investment model. The Board of Directors has approved the investment model which will focus the Art Gallery's resources on cultivating new sources of revenue to ensure the future of this community service through greater financial self-reliance.

As part of this model, the Art Gallery has invested in its Development Department. New initiatives include improving the retail operations, facilitating planned giving, new sources of sponsorship and improved support from the community.

More details available through the Retreat Report and the Resolution through the Board to pursue the investment model describes these components. This information is available through the Art Gallery of Hamilton.

APPENDIX D:
Financial Projections

Art Gallery of Hamilton

1996 Forecast and Five Year Financial Plan - Summary (in thousands)

Draft - August 27, 1996

	Actual 1995	Forecast 1996	1997	1998	1999	2000	2001
Revenues:							
Government Grants - operating	$785	$658	$819	$790	$790	$555	$555
- programming	364	177	109	96	96	96	96
Development Revenue	206	326	290	380	447	477	537
Investment Income	304	280	280	280	280	280	280
V/C Donation	85	60	60	70	80	90	100
Earned and other Income	42	76	41	47	53	64	64
Revenue Initiatives		(10)	25	117	209	291	313
	$1,786	$1,567	$1,623	$1,780	$1,955	$1,852	$1,945
Expenses:							
Salaries and Related	$937	$989	$980	$1,012	$1,041	$1,062	$1,062
Building, Insurance and Utilities	347	348	368	385	405	431	431
Exhibition, education and collections	376	279	147	136	137	139	140
Development	85	92	71	75	78	82	82
Administration	165	121	142	167	153	160	146
	$1,910	$1,830	$1,708	$1,774	$1,814	$1,873	$1,860
Total Surplus/(Deficit):	($124)	($263)	($85)	$6	$141	($20)	$85
Accumulated Surplus (Deficit), opening:		(0)	(263)	(347)	(341)	(200)	(220
Application of Invest. in Arts Funds:	20						
Application of Investment Gain	104						
Accumulated Surplus (Deficit), closing:	($0)	($263)	($347)	($341)	($200)	($220)	($135

BUDGET NOTES FOR THE SUMMARY OF REGIONAL GRANT SUBMISSION

Revenues:

1) Operating grants will be reduced sharply due to the fact that Ontario Arts Council support has been confirmed to decrease 32%.
2) The property offsetting grant is included in the grant submission to the Region because the area of property tax exemption is still being negotiated, but is not confirmed at this time.
3) This figure represents the financial stabilization grant requested in a special appeal to the Finance Committee of the Region on September 11, 1996.
4) Programme grants are expected to decrease largely from a confirmed decrease from the Ontario Arts Council and anticipated decreases from Canadian Heritage.
5) A decrease in development revenue is expected as exhibitions such as "Visions of Light and Air" are not scheduled for 1997. These were unique exhibitions which become available only on occasion and any income generated from them is an anomaly within an annual budget.
6) Investment income has been estimated conservatively on a 5-year average.
7) Decreases associated with earned revenue include principally decreases from admissions revenue because the sesquicentennial programme, which included exhibitions such as the Impressionist show, will not reoccur in 1997.
8) Investments will have been made in new revenue initiatives. These are anticipated to materialize in gains in 1997. These include improved income from the Volunteer Committee and Retail Operations.

Expenses:

9) Exhibition, Education and Collection expenses will drop dramatically in 1997 because associated revenues are also dropping (see Budget Note 4). It is expected that available revenue for programming will balance related expenses.
10) Development expenses are expected to drop as a result of greater effort in reducing expenses associated with special events.
11) Administration expenses are expected to increase as a result of expenses associated with deficit management.
12) The budget deficit occurred in 1996 will be carried forward and this will be eliminated by the Board of Directors and the Management over a period of time and not by any request from Region for Government.
13) The accumulated deficit is seen to be manageable at this level and will be reduced over a period of 6 years. An accumulated deficit will not be manageable if the special stabilization grant is not forthcoming from the Region (see Budget Note 3).

Art Gallery of Hamilton

1996 Budget and Five Year Financial Plan

Draft - August 27, 1996

		Actual 1995	Forecast 1996	1997	1998	1999	2000	2001
Revenues:								
Government Grants, Operating	Region of Hamilton Wentworth	$543,200	$440,330	$440,330	$440,330	$440,330	$440,330	$440,330
	Region of Hamilton Wentworth, Stabilization			235,000	235,000	235,000		
	Region of Hamilton Wentworth, Taxes	377,371	385,000					
	Ontario Arts Council	223,220	217,691	143,241	114,593	114,593	114,593	114,593
	Ministry of Culture, Tourism and Recreation	13,750						
	Department of Canadian Heritage	5,065						
	Total Operating Grants:	1,162,606	1,043,021	818,571	789,923	789,923	554,923	554,923
Government Grants, Programming	Ontario Arts Council	91,300	85,000	63,750	51,000	51,000	51,000	51,000
	Canada Council, Exhibition Assistance	15,034	6,650					
	Canada Council, Gallery Assistance	66,667	10,000	10,000	10,000	10,000	10,000	10,000
	Department of Canadian Heritage, Access	75,000	75,000	35,000	35,000	35,000	35,000	35,000
	Department of Canadian Heritage, Exhibition	115,500						
	Total Program Grants:	363,501	176,650	108,750	96,000	96,000	96,000	96,000
Development Revenue	Memberships - General	41,463	60,000	70,000	90,000	100,000	110,000	150,000
	Memberships - Corporate	13,229	14,000	20,000	25,000	27,000	27,000	27,000
	President's/Curator's Circle	1,480	5,000	30,000	60,000	80,000	90,000	100,000
	Donations - Individual	2,110	5,000	10,000	20,000	30,000	30,000	30,000
	Donations - Foundations	3,700	36,290	20,000	40,000	50,000	60,000	70,000
	Sponsorships	62,265	106,000	80,000	85,000	90,000	90,000	90,000
	Special Events (gross)	81,890	100,000	60,000	60,000	70,000	70,000	70,000
	Total Development Revenue:	206,137	326,290	290,000	380,000	447,000	477,000	537,000
Investment Income	Investment Income	303,945	280,000	280,000	340,000	400,000	460,000	460,000
	Interest Income	14,131						
	Total Investment Income:	318,076	280,000	280,000	340,000	400,000	460,000	460,000
Other Revenue	Volunteer Committee Donation/Retail	85,400	50,100	80,000	120,000	160,000	190,000	220,000
	Space Rentals	3,506	3,500	4,000	4,500	5,000	5,000	5,000
	Admissions	5,214	50,000	25,000	30,000	35,000	45,000	45,000
	Transfer from Foundation	1,600	1,500	1,500	1,500	1,500	1,500	1,500
	Other Revenues	17,367	21,000	15,500	18,000	20,500	23,000	25,500
	Total Other Revenues:	113,087	126,100	126,000	174,000	222,000	264,500	297,000
	Total Revenues:	$2,163,407	$1,952,061	$1,623,321	$1,779,923	$1,954,923	$1,852,423	$1,944,923
Expenses:								
	Salaries and Related	$923,693	$970,000	$959,500	$992,000	$1,021,000	$1,041,500	$1,041,500
	Building, Insurance and Utilities	348,763	348,373	368,000	385,000	405,000	431,000	431,000
	Municipal Taxes	377,371	385,000					
	Exhibition, education and collections	348,482	249,150	118,250	105,500	105,500	105,500	105,500
	Development	84,867	92,250	71,000	75,000	78,000	82,000	82,000
	Curatorial	27,145	29,500	29,000	30,000	31,000	33,000	34,000
	Administration	178,843	140,310	162,084	186,847	173,000	179,500	165,500
	Total Expenses:	$2,287,164	$2,214,583	$1,707,834	$1,774,347	$1,813,500	$1,872,500	$1,859,500
	Total Surplus/(Deficit):	($123,757)	($262,522)	($84,513)	$5,576	$141,423	($20,077)	$85,423
	Accumulated Surplus (Deficit), opening:	(3)		(262,522)	(347,035)	(341,459)	(200,036)	(220,113)
	Application of Invest. in Arts Funds:	19,518						
	Application of Investment Gain	104,242						
	Accumulated Surplus (Deficit), closing:	$0	($262,522)	($347,035)	($341,459)	($200,036)	($220,113)	($134,690)

BUDGET NOTES FOR DETAILED FINANCIAL STATEMENT

Revenues:

A) The AGH is not requesting an increase to its core operating support, but is requesting that the grant be held at 1996 levels and that a short-term stabilization grant be provided (see Budget Note B).

B) The new support is being requested through an arts stabilization grant which represents a short-term request for three years.

C) The offsetting grant for property taxes will continue until property tax exemption is obtained. This is being pursued.

D) The Ontario Arts Council support for both operating and programming grants will be reduced by $96,000 or 32% in 1997. This is confirmed at this time.

E) It is anticipated that a reduction will take place in federal support. Federal support is principally project directed and associated with other expenses, thus not having a net detrimental effect on our budget.

F) General membership is expected to grow as a result of continuing efforts of maximizing our database capabilities.

G) A special appeal will be organized to solicit greater corporate support through donations.

H) The President and Curator's Circle revenue will increase as a result of a more strategic campaign led by the Board of Directors.

I) This category is outside of the other forms of support that individual companies may give through the membership and sponsorship programme. Individual donations have come largely through the thoughtfulness of individuals and not from a formal request. We propose to aggressively pursue these types of donations in the future.

J) Foundation donations are expected to decrease due to the fact that an exceptional gift has been received in 1995 and 1996. Nonetheless, staff will pursue Foundation donations to be a larger contributor to our operating budget in the future.

K) Sponsorship is anticipated to decrease because a one-time major sponsorship was obtained from Firan Corporation in 1996 which is not anticipated to be duplicated in 1997 and the programme will be less attractive to sponsors in 1997.

L) Gross revenue from fundraising events is anticipated to decrease. It has been realized that such events consume significant resources and have less net yield than other development activity. The Gallery will reorient its resources to those areas which yield higher returns.

M) The Volunteer contribution is expected to increase with the reinstitution as one of the key fundraisers and anticipated increased profitability in the retail operations.

N) Admission revenues will drop significantly. The Impressionism show allowed for income to be significant in 1996. This is an anomaly for the year and it is not anticipated that such an exhibition will take place in for 1997.

O) Other revenues will experience a slight decrease because of reductions in interest revenue.

Expenses:

P) Salary expenses will decrease as the result of slight restructuring in the operation. It should be noted that staff positions decreased by 1/3 in 1992 and 1993.

Q) Building repairs and utilities are anticipated to slightly increase.

R) Programme expenses will decrease in conjunction with reduced funding from Federal and Provincial levels.

S) Development expenses will decrease especially in the area of fundraising events (see Note L).

T) An increase in administration expense represent debt management charges associated with the 1996 budget.

U) A deficit for the operating budget is anticipated. It is felt at this time that any further cuts to expenses would encumber revenue generation and any increases in revenues, beyond the ones mentioned above, would be moderately optimistic. Nonetheless, the staff and Board have committed to eliminating as much of this operating deficit as possible within the 1997 fiscal year through a concerted effort in all areas.

V) The deficit for 1996 is represented here. The factors leading to the deficit are reiterated here including; dramatic reductions in government support, a continued commitment to our development model and investing in our future, reductions in projected admission income and in volunteer revenues.

W) The deficit will grow in 1997, but it is intended that as the investment model takes hold the total accumulated deficit will be reduced in 6 years and the operation will be more self-reliant on other forms of revenue than government.

APPENDIX E:

Presentation to the Board of Education for the City of Hamilton for Permission to Pursue Property Tax Exemption

Presentation
to
The Board of Education for the City of Hamilton

REQUEST FOR PERMISSION TO PROCEED WITH A PRIVATE MEMBERS BILL FOR PROPERTY TAX RELIEF FOR THE ART GALLERY OF HAMILTON



Presented by the Art Gallery of Hamilton
to the
Operations & Finance Committee
September 12, 1995

INDEX

1. Our Request

2. Background

3. The Issues

4. Impact on the Board of Education

Appendices

A. The Art Gallery's Current Programs being used by Students and Teachers of the Board of Education

B. Research Regarding Similar Institutions Paying Property Tax in Ontario Cities

1. OUR REQUEST

The Art Gallery of Hamilton requests permission from The Board of Education for the City of Hamilton to proceed with a Private Members Bill in the Provincial Legislature which would exempt the gallery from paying property taxes to the City of Hamilton.

It should be noted that both the Regional and Municipal Governments have formally approved motions whereby the Art Gallery of Hamilton can pursue a Private Members Bill and obtain tax relief.

This brief provides the background for this request.

2. BACKGROUND

The Art Gallery of Hamilton (AGH) is the third largest public art gallery in the Province of Ontario. The National Gallery of Canada in Ottawa and the Art Gallery of Ontario in Toronto are the only galleries which surpass the AGH in terms of physical size. Established in 1914, the AGH is one of the oldest public art galleries in the country. Over the decades, it has amassed a nationally recognized art collection which is often used in our exhibition programming and frequently borrowed by other public museums and art galleries across the country and throughout the world. The AGH offers exhibitions, education and audience development activities, aimed specifically at the citizens of Hamilton-Wentworth.

Since 1974, the Art Gallery has offered specially designed programs for school children in the Region. Hundreds of thousands of children have toured the gallery over the past twenty years. These tours have been provided by docents who are volunteer tour guides, specially trained by our staff. Since 1974, many other programs have been developed for school children at various grade levels. These were designed by and with teachers and have reflected the cooperative relationship between the gallery and the Board of Education. Some of these programs include:

- **Visual Curriculum,** a tool used by teachers in the classroom to teach many disciplines from French to geography through the use of art in the gallery's collection.

- **Studio workshops and Family Days** allowing children and teachers to participate in unique studio activities, which are linked to the school curriculum and enhance classroom learning and the understanding of art

- ESL Tours. Working with Sir John A MacDonald Secondary School.

Many other programs exist. (See Appendix A.)

Further, the Art Gallery has continued its commitment to **In-service Training for Teachers.** Many such programs have taken place in and outside the gallery. We have also opened our doors and allowed **access to our facilities for meetings and receptions.** The Art Gallery Board Room was used frequently during the janitorial and maintenance workers' strike, and continues to be used for meetings requiring offsite premises.

The Art Gallery of Hamilton continues to be used as a resource by the Board of Education, its teachers and students. With the change to a common curriculum requiring the arts to play a more vital role, the Art Gallery can only be seen as one of the great assets to the education system. Its collection, programs and staff will continue to be used in the education of teachers and students. We anticipate that the gallery's usage will broaden as financial pressure on the Board of Education increases requiring better utilization of other community resources in the education of our students.

With all the above described programs, a very nominal user fee is charged only for the School Touring Program and this is waived on occasion depending on the circumstances of the particular school. In 1994, Touring Program Fees totalled $3,812. One can see that all the programs are heavily subsidized through the gallery's resources.

In the past five years the Art Gallery of Hamilton as with any other private sector and not-for-profit organization, has experienced financial difficulties. Government grants have been reduced. Our Regional support has not increased in real dollars and has dropped in adjusted dollars since 1988. Corporate support has diminished and interest income from our Endowment has dropped dramatically. All this has put extraordinary pressure on the Art Gallery, resulted in a reduction of staff by one-third to twenty full-time positions. The gallery's exhibition spaces continue to be closed on Tuesdays and significant cuts in numerous operational and program areas have been made. During this time, competition for not-for-profit organizations has increased as well as public scrutiny of how tax payers' money is being spent.

3. THE ISSUES

As the Board of Education is aware, the Art Gallery of Hamilton receives a grant from the Region of Hamilton-Wentworth. The grant is a two-part contribution. The first being $543,200 for operational support and secondly, $377,371 to offset City taxes. The total grant in 1995 is $920,571.

The Art Gallery has been obtaining an offsetting amount for its tax payment since it moved into its downtown location in 1979. The payment of property tax has caused a great deal of difficulty for this institution. It continues to be a unique condition for the Art Gallery of Hamilton as compared to public art galleries across the country, most of which do not pay property tax. The only galleries that pay property tax own the building and the land on which they are situated. This is not the case for the Art Gallery of Hamilton. Though the building is owned by the Corporation of the Art Gallery of Hamilton, it is on land that is owned by the City and leased to the Gallery for $1.00 for ninety-nine years. * (See Appendix B for Research Regarding Similar Institutions Paying Property Tax in the Province of Ontario.)

This unique condition of paying property tax, though having a neutral direct financial impact on our financial statements, has caused significant problems for the gallery. These are listed below:

i. **The Art Gallery has been erroneously compared with other institutions** and criticized for the size of the grant that the gallery receives, which to some appears to be near $1 million dollars per year. Elected officials, other arts groups and the general public are unclear to the degree the Regional Government supports their Art Gallery.

ii. **There is the appearance that the Art Gallery's grant increases annually.** In fact, after eliminating the special grants to capital projects and other one-time grants, the only increase to the Region's grant to the gallery can be attributed to the increase of property taxes and thus the increase to the offsetting grant. This has left many with the impression that the gallery's grant has grown steadily, thus creating an even greater lack of incentive to realistically support the institution. It should be noted that in net terms similar municipalities such as London and Windsor provide significantly greater support to their public art galleries.

iii. **There has been increased tension around the property tax issue as a result of the request from the Separate School Board for the gallery to allocate a part of its taxes.** This re-allocation is only fair since the gallery services both these school boards. But the question of tax allocation is academic and need not be discussed if one accepted the fact that the money is not the gallery's to allocate but, in fact, totally offset by Regional Government.

As a result of these conditions, it has become apparent to the gallery that the property tax issue must be dealt with at this time. The Regional and Municipal Governments concur.

The following would be accomplished should the Art Gallery of Hamilton receive relief from the payment of municipal property taxes:

* There would be **reduced public confusion** regarding the extent of Regional support provided the Art Gallery.

* We would be able to present **a clearer** statement of the gallery's finances.

* **The gallery can be better compared on a national and provincial level** in terms of its financial support and financial operating size with that of other similar public art galleries. This is invaluable in analyzing our operations and advocating for more funding.

* **Much of the competitive tension would be alleviated** for both the Board of Education and the Roman Catholic Separate School Board for Hamilton-Wentworth with regard to the AGH's appropriation of taxes.

4. IMPACT ON THE BOARD OF EDUCATION

The entire property tax bill for the gallery for 1995 will be $377,371. Of this amount, $181,138 will be transferred to the Board of Education. This represents 48%.

If our property tax situation does not change, the gallery most likely will proceed with allocating a portion of its grant to the Roman Catholic Separate School Board because of the need for equity. This decision will be based on the precedent set in the private sector. If the allocation breakdown is realized at a percentage of 70% and 30%, public school board to separate school board respectively, then the true impact on the public school board would be 70% of its current allocation, making the transfer from the City, $126,797.

We request that the Board realize the Art Gallery's services to the students and teachers in the community and support our pursuit of a Private Members Bill in the Provincial Legislature.

Thank you for giving this matter your consideration. Should you have any questions do not hesitate to contact Rick Helm, President or Ted Pietrzak, Executive Director of the Art Gallery of Hamilton.

Rick Helm
President

September 1, 1995

Program Offerings
Art Gallery of Hamilton
Department of Education, Extension and Programs

Always Available
*School Tours and Tour/Studio Programs
*Class Visits
*Classroom Resources
*Class Memberships
*Board Programs Participation

By Special Arrangement
*Professional Development for Teachers
*Meeting and Conference Space
*Career's Day Presentations
*Curriculum Team Development Support
*Student Art Exhibitions

Special Projects
*Student Curated Exhibitions
*Visiones Project
*Artist-in-Residence
*Courage and Creativity

Public Programs
*Family Day
*Programs for Children
*Workshops for Teachers (and other adults!)

Always Available

School Tours and Programs
General Introduction Tour- class is broken into small groups of 5-12 students. Tours are interactive and docents are trained to encourage discussion , discovery and learning, assisting students in the development of visual literacy skills.

Special Exhibition- a special focus on an individual exhibition (e.g. Spirit of Ukraine, Jean Paul Lemieux). May include an audio-visual component.

Thematic Tours- upon request, tours can focus on special interest designated by the teacher in advance (e.g. colour, an historic period, representation of women in art, sculpture). The tour will include works of art in several exhibitions.

Tours for Primary Students- supporting the learning outcomes for Primary curriculum, tours include games for "looking" and activities that are suitable for primary students.

Tour /Studio Combination- working with a professional artist and instructor, students begin by looking at art in the Gallery and creating a related project in the studio. Projects change three times per year and relate to curriculum (e.g. Gadgets and Gizmos, Mexico's Days of the Dead).

ESL- general introduction to the Gallery tours which encourage active discussion, articulation of ideas and sharing of opinions. New vocabulary is introduced and the visual imagery acts as a common language for students of diverse backgrounds.

Tours in other languages- upon request or for special exhibitions, tours in other languages are available (e.g. Ukrainian, French, Spanish).

Visits

Pre-visit consultation- by telephone, Education staff will listen to your curriculum needs and make suggestions for pre and post visit classroom activities.

Sketching Visits- Pencils and clipboards are available at the front desk for classes sketching in the galleries

Classroom Resources

Pre-visit information packages-*The Survival Guide for Primary Teachers*-a helpful package of information to assist teachers in bring Primary students to the Gallery on their own, and *How to use the Bickell Education Centre Activity Boxes*.

Customized information package- Education staff will prepare and mail to a teacher background information on exhibits specifically related to their needs

Who's Afraid of Contemporary Art- a curriculum package (currently under development) designed to help teachers integrate looking at contemporary art into their classroom activities.

Special Curriculum Packages- developed in conjunction with teachers and consultants. (e.g. *Images of Women*: Grade 11 English, *Reverence That Endures*: Grade 9 Geography Orienteering)

Visual Curriculum Packages- over thirty curriculum packages including slides of art from the Gallery's Permanent Collection. Developed in conjunction with teachers. (1994: *First Nations Images/First Nations Art, Looking at Architecture*)

Class Memberships

Gallery Club Primary/Elementary- each student that takes a tour receives a one year membership (includes discount in the shop and free attendance with an adult).

Gallery Club-Secondary- one year membership cards are available for all high school students so that they may visit on their own at any time for school assignments or pleasure.

Board Programs Participation

Co-operative Education- The Education Department arranges Co-op placements in five areas of the Gallery twice per year. The Gallery has participated in the program since the 1980s.

Partners-in-Education Program- The Gallery currently participates in a partnership with Sir John A. Macdonald, and Education staff participate in a community consultation committee.

New Partnership Initiatives- The Art Gallery, Opera Hamilton, Theatre Aquarius and the HPO have joined forces with teachers to begin the development of the Arts Outreach Task Force to create partnerships between community arts resources and the school system.

By Special Arrangement

Professional Development for Teachers- by special request education staff provide special professional development training for teachers at the Gallery or in-school , designed for individual needs of each group.

Meeting and Conference Space- upon request space for meetings, workshops or conferences will be booked free of charge for Board of Education business.

Career's Day Talks- at the Gallery or in the classroom, Gallery staff will talk about the various careers in museums and galleries, upon request.

Curriculum Team Development Support- Education staff participate in development of curriculum upon request. The Primary Curriculum development team worked on-sight at the Gallery in 1991. Gallery staff have continued to contribute to the refinement and implementation of the curriculum by hosting professional development sessions for teachers and providing input into written materials.

Small Student Art Exhibitions- when possible we offer space for student art exhibition in the Upper and Lower Lounges

Special Projects

Student Curated Exhibitions- a class is invited to curate an exhibition at the Gallery. In 1991 the Education staff won the Ontario Art Gallery Educator's Award for the 7th Annual Student Curated Exhibition with King George School.

Visiones Project- in conjunction with Macdonald Secondary School (Art, Spanish and ESL teachers) the Gallery offered a special eight week program for Spanish-speaking student from Latin American. The focus of the project was an exploration of bi-cultural identity and the Gallery provided two Latin American artists to lead the program.

Artist-in-Residence- the gallery frequently offers special programs with artists exhibiting at the Gallery. Artists may develop special projects with one class (e.g. Simon Levin w. Marguerite Larmond) or may be available for a studio or artists' talk about their work and career as an artist (Kent Monkman- Creation Wheel).

Courage and Creativity- is a program designed for challenged teens and adults. A professional artist and instructor designs a combined tour and hands-on activity geared to the needs of each group. (Currently on hold due to lack of sponsorship.)

Programs and Workshops

Programs for Children- (March Break, Summer, Family Workshops) reinforce the same learning goals and strategies as outlined in the Common Curriculum. Available at a fee. Approximately 15 subsidies and scholarships are given each year - distributed throughout the school boards.

Workshops for Adults and Teachers- workshops help teachers develop specialized art or creative skills which can be applied in the classroom (e.g. Drawing on the Right Side, Making Books). Available at a fee.

Family Day- Our annual open-house for families, free passes are distributed throughout the school system. Hands-on activities, behind-the-scenes tours, art quiz, and more fun!

Looking at Contemporary Art and the Common Curriculum

The Ontario's Common Curriculum provides "the foundation for educators to enable all students to develop the knowledge, skills, and values needed for a life of personal fulfillment, responsible citizenship and full participation in society." Although specifically for grades 1-9 the learning outcomes are the foundation for high school curriculum.

Integrating Contemporary Art with the Common Curriculum

1. **Contemporary art** reflects a society that is not static but changing and evolving in response to events occurring at the local, national and global levels. Contemporary life contributes significantly to the content of the **Common Curriculum**.

2. **Contemporary art** is about ideas and presents an opportunity to make connections between ideas, people and phenomenon. In doing so, it presents a more holistic approach to learning, that is, learning in an integrated manner. The **Common Curriculum** is about learning in an integrative manner.

3. **Contemporary art** reveals to students the concerns and values of contemporary society; values of the artist and of the community, knowledge of these values is implicit in the content of the **Common Curriculum**. The efforts to establish and maintain a public collection of art provides a forum through which concerns and values may be discovered from another point of view.

4. The **Common Curriculum** recommends the development of partnerships rooted in the resources of the community. The Art Gallery is a resource for updating courses and programs and giving them the **contemporary art** "edge" or "look" which students view as relevance.

RESEARCH REGARDING SIMILAR INSTITUTIONS PAYING PROPERTY TAX IN ONTARIO CITIES

Who Pays Taxes and Why?

Of the 47 municipal galleries in the Province of Ontario, 4 pay property taxes. This represents 8.5%. The 3 galleries other than the Art Gallery of Hamilton, own both the building and the land on which they are situated. They are also much smaller.

Public Art Gallery	City	Operating Budget 1995 & 1995	Owns Property	Owns Building	Property Tax Paid
Durham Art Gallery	Durham	$ 123,000	Yes	Yes	$ 2,300
Lynnwood Art Centre	Simcoe	194,000	Yes	Yes	11,400
Rodman Hall Art Centre	St. Catherines	327,000	Yes	Yes	30,800
Art Gallery of Hamilton	Hamilton	2,249,000	No *	Yes	378,000

* The City owns land which is leased for 99 years.

The municipalities and their public galleries which are more aptly comparable are as follows:

Gallery	City	Regional Population	Budget	Pays Property Tax	Amount Paid	Owns Building	Owns Land
Agnes Etherington	Kingston	230,000	$ 913,000	No	0	Yes	Yes
London Regional Gallery	London	303,165	1,395,000	No	0	Yes	Yes
Robert McLaughlin Gallery	Oshawa	409,000	796,000	No	0	City	City
Art Gallery of Windsor	Windsor	318,000	1,395,000	No	0	Yes	Yes
Art Gallery of Hamilton	Hamilton	550,000	2, 249,000	Yes	$378,000	Yes	City

All figures are round off evenly to the nearest 000 or 00.

APPENDIX F:
Art Gallery's Programs and Services

The Art Gallery offers a wide range of programs that appeal to all members of the community. There are two main areas of programming at the Art Gallery, exhibitions and learning services.

Exhibition Programs
The Art Gallery presents diverse exhibitions reflecting both cotemporary and historical art by Regional, national and international artists. The Art Gallery takes a special interest in exhibiting the works of Regional artists who represent an unique vision of the community.

Another important source for exhibitions is the Art Gallery's permanent collection which is highlighted in many changing exhibitions each year. In total, the Art Gallery has between 18 and 24 exhibitions per year in its 10 galleries representing many different aspects of art.

Learning Programs
The education programs provided by the Art Gallery serve several functions. They provide information on an existing exhibition, increase the public's general knowledge of art, and introduce people to the Art Gallery. All of these programs work toward improving the visitor's experience at the Art Gallery.

<u>Information on an existing exhibition</u>;
Many different programs are co-ordinated in conjunction with exhibitions at the Art Gallery to enhance the visitor's appreciation. Some educational programs are;

- Lectures are given on a regular basis
- Films and videos are available in the Art Gallery
- Special tours by docents provide insight into exhibitions and answer any questions
- Reading tables, audio centres and computer terminals are available

Increase general knowledge of art

Children's Education;

- School tours introduce children to art
- Children's learning centre allows children to explore at their own pace
- In-service training for teachers, special tools and teachers' aides encourage art appreciation in the classroom
- Special programs inform and educate children during the March Break and summer holidays
- Artist-in-Residence Workshops are taught by successful artists to encourage the next generation of artists

Adult Education

- Studio classes are offered in many forms of art such as watercolours and oil painting
- Art history and general art appreciation courses are given through education centres like MacMaster University
- Special tours for adults with specific requirements such as English as a Second Language, seniors and the developmentally challenged

Introduce the people to the Art Gallery:

The Art Gallery also provides general programs to make the collection more accessible to the general public;

- Concerts use area musicians
- Families First is an open day with various education programs and refreshments to encourage families to appreciate art together
- Behind the Scenes tours give visitors a sneak preview at the "workings behind the walls" at the Art Gallery like art restoration projects taking place in the Registration Department
- Book club which meets once a month to discuss books exclusively about art and architecture as well as other issues
- Special events combine fundraising with increasing accessibility

A. (b.)

THEATRE AQUARIUS

TAX ARREARS PROPOSAL

THEATRE AQUARIUS HAS ESTABLISHED NEW VIABILITY. ONE CHALLENGE REMAINS - TAX ARREARS

- **Recent Past - Crisis Facing Theatre Aquarius**
- **Present - Solutions for Theatre Aquarius**

THEATRE AQUARIUS UNDER NEW MANAGEMENT

- **Max Reimer**
- **Future - Theatre Aquarius under the Direction of Max Reimer**

THEATRE AQUARIUS STRENGTHENS THE TAX BASE AND CONTRIBUTES TO HAMILTON

HOW CAN WE ADDRESS THE ARREARS?

- **Municipal Government Support**
- **The Remaining Problem**

PROPOSED SOLUTIONS

THEATRE AQUARIUS HAS ESTABLISHED NEW VIABILITY. ONE CHALLENGE REMAINS: TAX ARREARS.

(Summarized from:* Theatre Aquarius Business Plan: Section - Solutions to the Crisis Facing Theatre Aquarius, August 23, 1996 *and from* Theatre Aquarius Business Plan: Section - Financial Plan, August 27, 1996. *Full Plan and all Sections available upon request.)

We are in the middle of the most dramatic and complete rescue of a theatre in Canadian history. Theatre Aquarius is on the verge of financial stability and sustainable artistic growth.

RECENT PAST - CRISIS FACING THEATRE AQUARIUS

When I became Managing Artistic Director of Theatre Aquarius, December 14, 1995, the theatre faced a serious crisis:

- **NEAR BANKRUPTCY:**
  We were bankrupt in 58 days (**-$367,000**).

- **MORTGAGE PAYMENTS DRAINING CASH:**
  The cash drain was caused largely by mortgage payments (**$415,920**/yr.) - The mortgage was required to finance an initial capital fundraising shortfall of **$3,000,000** (incurred when building the du Maurier Ltd. Centre)

- **OPERATING DEFICITS:**
  Annual operating deficits between **$100,000**/yr. and **$50,000**/yr. x 5 years were accumulating (**$321,000** accumulated deficit from operations without any capital considerations).

- **DECLINING SALES:**
  Sales were falling. Subscriptions were down to **6,300** from **7,800** the previous year and well down from the **9,800** we had in 1992.

- **GRANT REDUCTIONS:**
  Every level of government reduced grants. The Ontario Arts Council cut its grant to Theatre Aquarius by 30% (from **$110,000** to **$76,000**) and the Region reduced its grant to Theatre Aquarius from **$102,000** to **$82,550**.

- **TAXES OWING:**
  Property taxes had not been fully paid and we would soon owe **$933,000** in arrears and interest. The Private Members Bill application, supported by the City and the Region, was not going to receive School Board approval for tax exemption. Payments of **$170,000**/yr. in property taxes were required, also approximately **$118,000**/yr. in interest, for a annual cash requirement of **$288,000**. Any payment schedule at all would deplete our cash further.

PRESENT - SOLUTIONS FOR THEATRE AQUARIUS

Fortunately, Theatre Aquarius had a committed Board of Directors and staff. Now, October 15, 1996, together, we have:

- **CASH CRISIS SOLVED:**
  Raised or postponed the **$367,000** shortfall in 58 days.

- **NEW BANKING AGREEMENT:**
  Established a new bank agreement which ensures that cash for operations are not affected by the mortgage obligations. This permits us to produce a 1996/97 season and averts the previously projected cash crisis next spring.

- **PROPERTY TAX EXEMPTION:**
  Achieved exemption from property taxes (subject to finding a way to address the arrears) for **$170,000**/yr. worth of relief - provided by the Region of Hamilton-Wentworth.

- **BALANCED, CONSERVATIVE BUDGET:**
  Reduced the administration staff and cut other expenses to balance the next budget with less government revenue (**-$53,000**) and with only reasonable, conservative sales projections (**-$170,000**).

- **CUT EXPENSES:**
  Cut **$250,000** of expenses to balance the budget: reducing operating costs, laying off staff, discontinuing the use of some part-time and contract positions.

- **FUND RAISING:**
  Launched a fundraising campaign to repay the outstanding mortgage debt. We are well into the development of our campaign which has received significant support from several large donors.

- **REVENUE GENERATION:**
  Increased revenue potential by adding more productions (**3**) and more popular shows. Increased corporate sponsorship.

- **IMPROVED SALES:**
  For the first time since coming into the du Maurier Ltd. Centre, sales are greater than the previous year. This was accomplished by enhancing marketing activities, increasing attention to good business practices, adding more market-oriented programming and cultivating a strong customer service focus.

THEATRE AQUARIUS UNDER NEW MANAGEMENT

(Summarized from: **Theatre Aquarius Business Plan: Section - New Management and New Direction, August 26 1996** *available upon request.)*

MAX REIMER

I have a strong business background in producing both commercial and not-for-profit theatre and multi-million dollar events. I have used my training (B.A. Hon. Sociology & Economics - SFU) and my business background (Spargroup Manufacturing) for success in several areas which present a challenge to Theatre Aquarius at this time. At Huron Country Playhouse, where I was Artistic Director and General Manager, for example:

- ***Fundraising***: raised **$2.2** million.
- ***Political/community activity***: lobbied and received changes to Provincial law and municipal policy to the mutual benefit of the Theatre, the Province and the municipalities near Huron Country Playhouse.
- ***Expense management***: generated a Canadian record surplus (**$180,000**) with less administration.
- ***Sales***: generated record sales (**+20%**) and new successful programmes.

FUTURE - THEATRE AQUARIUS UNDER THE DIRECTION OF MAX REIMER

My direction for Theatre Aquarius includes:

- ***a main-stream playbill for 1996/97***: lighter, popular plays to balance the recent darker years. Sales were higher in the very recent past (**+30%**). If patronage was high before, it is possible it can be again.
- ***marketing geared to recover the recently lost main-stream***: 3,000 patrons lost from 1991-96.
- ***a streamlined administration***: focus on main tasks of our mandate: theatre, community.
- ***improved communication***: send the message about our artistic, economic, educational, and cultural contribution.
- ***increased civic activity***: better utilize the human and capital resources of Theatre Aquarius and the du Maurier Ltd. Centre to attract business to Hamilton and better serve Hamilton.
- ***increased customer service and increased responsiveness*:** recognizing we are our patrons' regional theatre.
- ***more fundraising***: Theatre Aquarius raised **$3.2** million from the private sector for the building. We need to do that again.

THEATRE AQUARIUS STRENGTHENS THE TAX BASE AND CONTRIBUTES TO HAMILTON

(Summarized from:* Theatre Aquarius Business Plan: Section - Basic Business Information, August 22, 1996 *available upon request.)

Theatre Aquarius contributes to Hamilton:

ECONOMIC IMPACT:
Theatre Aquarius has an audience of **100,000** who visit the Theatre each year. The economic impact into the community is **$5,565,000** (based on a Statistics Canada formula.) A simple example of this is parking revenues, primarily to the Hamilton City lots, which can be conservatively estimated at **$55,000**/yr. Canada Council provides **$95,000**/yr. and Ontario Arts Council provides **$76,000**/yr. for an injection into Hamilton of **$171,000**/yr. Expenditures of almost **$2,500,000** include purchases of **$1,796,000** with the top 10 suppliers all located in Hamilton-Wentworth.

TOURIST ATTRACTION:
Surveys show that **40%** of the Theatre Aquarius audience comes from outside Hamilton-Wentworth; **93%** come by car, generating parking revenue and **79%** of the audience usually or occasionally dine, generating business for our local restaurants.

ANCHOR TO REVITALIZATION:
The presence of the **$12,000,000** du Maurier Ltd. Centre, a national jewel, on King William Street should be a significant element in the revitalization of the downtown core, a magnificent contribution to the character of the International Village along King Street and an anchor to the development of King William Street.

CONTRIBUTOR TO EDUCATION:
For 22 years, Theatre Aquarius has spent much of its time and resources developing educational programming and productions as part of its community development mandate. The dollar value of these programmes currently provided to the students is **$193,684**/yr. based on the exact costs of labour, materials and facility rent charged to non-school programmes.

PARTNERS IN THE COMMUNITY:
McMaster University operates a successful annual theatrical fund raiser from the du Maurier Ltd. Centre. ChamberWorks and the Boris Brott Festival are two of the many other arts groups that call the du Maurier Ltd. Centre home.

QUALITY OF LIFE:
Theatre Aquarius is an important part of what Hamilton is, and is becoming. We contribute to the diversification of industry downtown, we contribute to the beautification of the core, and we provide an important cultural building block for the future of Hamilton.

HOW CAN WE ADDRESS THE ARREARS?

MUNICIPAL GOVERNMENT SUPPORT:
The City of Hamilton has been a strong supporter of Theatre Aquarius:

- Before coming into the du Maurier Ltd. Centre, the City of Hamilton gave Theatre Aquarius an annual operating grant of **$40,000**.
- The City gave Theatre Aquarius a gift of the land valued at **$1,000,000** on which the du Maurier Ltd. Centre now stands.
- The City also gave its support to Theatre Aquarius in pursuit of Private Members Bill legislation for property tax exemption.

As is the continental precedent, municipalities either exempt their professional regional theatre from property taxes or provide a 100% off-setting grant. Theatre Aquarius now receives this support from the Region of Hamilton-Wentworth who provided both the tax exemption (subject to a satisfactory arrears repayment plan) and a grant of **$82,550** toward payment of the tax arrears owed by Theatre Aquarius.

REMAINING PROBLEM:
Had this exemption been achieved immediately upon coming into the du Maurier Ltd. Centre, no municipal grant would have been required. Had this exemption been achieved as late as last year, the Regional grant of **$82,550** would have been adequate to cover the interest on the arrears. Unfortunately, however, has property tax exemption been achieved only recently and the Regional grant just been committed. Now, we are faced with the shortfall of the difference between 13% of the arrears and the Regional grant - this year approximately **$40,000**.

Theatre Aquarius has committed all of its resources. Payments, at this time, of **$40,000** or greater if the Regional grant diminishes, are beyond the means of the Theatre.
(Discussed in detail in: Theatre Aquarius Business Plan: Section - Solutions to the Crisis Facing Theatre Aquarius, August 23, 1996 *and in* Theatre Aquarius Business Plan: Section - Financial Plan, August 27, 1996. *Full Plan and all Sections available upon request.)*

URGENCY:
Again, the solutions available to us now are far more palatable than they will be later since compounding interest will eventually make all options unreasonable.

PROPOSED SOLUTIONS

(Summarized from: **Theatre Aquarius Business Plan: Section - Solutions to the Crisis Facing Theatre Aquarius, August 23, 1996.** ***Full Plan and all Sections available upon request.)***

IN ADDITION TO ANY SOLUTION:
With whatever solution is adopted, Theatre Aquarius would actively, aggressively participate and speed up the elimination of this tax debt in several ways:

***1.) Extend the fundraising campaign*:** Although we can't run a concurrent capital-tax arrears campaign we could extend the fund raising campaign after the capital campaign has concluded in 3 to 4 years. There is reason to believe that it could produce some success after the mortgage is paid off and the new campaign is clearly defined.

2.) Allocate a portion of future operating surpluses: First surplus funds would have to go to:

- the bank mortgage until eliminated
- capital equipment replacement and
- the reduction of the accumulated (1991-96) operating deficits.

The surpluses, when they occur, would always be modest and occasionally deficits may occur over the next 15 years.

Operating may eventually be able to contribute. For example, at Max Reimer's last posting as General Manager/Artistic Director of Huron Country Playhouse, operating surpluses accounted for **18% ($396,000)** of the **$2.2 million** raised in a fundraising campaign over 4 years. In the near future, with good management, operating surpluses may also occur at the du Maurier Ltd. Centre in significant frequency and magnitude to assist with the arrears.

3.) Pursue arts stabilization: The Hamilton Community Foundation, as part of its convening role with the professional arts organizations, invited the Bronfman Family Foundation to our community to meet with C.E.O.'s and Presidents of the three major arts organizations in Hamilton (Theatre Aquarius, Art Gallery of Hamilton and Opera Hamilton).

The Bronfman Family Foundation has been active across Canada in assisting with feasiblity studies regarding the establishment of Arts Stabilization Programs. Studies have been completed in Montreal and Quebec City, Toronto, Nova Scotia and Saskatchewan. The goals of arts stabilization are to aid in strengthening, not merely sustaining, arts organizations. This is accomplished through the provision of technical assistance, funds to eliminate accumulated operating deficits and the establishment of permanent endowment funds.

After a very positive meeting, Executive Director Carolyn Milne *(Please see Carolyn Milne letter in* Theatre Aquarius Business Plan: Section - Solutions to the Crisis Facing Theatre Aquarius, August 23, 1996 *available upon request)* advised us that both the Bronfman Family Foundation and the Hamilton Community Foundation Board would be prepared to fund an arts stabilization feasibility study. An approach for funding would also be made to the Federal Department of Canadian Heritage by the Foundation.

Whether through this foundation or any other foundation, corporate, individual, federal or provincial initiatives that may occur in the changing future, Theatre Aquarius would acquire the most assistance possible eliminating the tax debt.

PROPOSAL:

Accept goods and services to be provided by Theatre Aquarius up to the value of the arrears owing given to the City as revenue generators and/or that off-set budgeted City expenses.

City revenue generators: There have been several ways suggested by which Theatre Aquarius could possibly provide rental space, performances and/or services for the generation of funds for the City of Hamilton. Revenue generating tourist group performances, special events, very special ceremonies and marketing strategies could be developed using elements such as

- a free performance of the $250,000 production of *The Wizard of Oz* (value: **$18,750** each use).
- the facility with only the cost of technical labour charged; no rental fee or charges for administration, creative, coproduction, box office or marketing (value: **$1,000 - $5,000** each use).

City expenses reductions: There have been several ways suggested by City staff by which Theatre Aquarius could possibly off-set costs incurred by the City of Hamilton. Some suggestions have been to provide rental space, performances and/or services for the City of Hamilton's performing arts grant's recipients, recipients of benefits from the City of Hamilton and/or for uses by the City of Hamilton itself for marketing, development, ceremony, events and/or convening.

If it is the will of City Council, we could further explore this proposal with the City officials and/or staff.

OTHER PROPOSALS:

1.) Stop charging interest: It is clear from the support given to Theatre Aquarius toward achieving property tax exemption through Private Members Bill Legislation, that it is the will of City Council that Theatre Aquarius be exempt from property taxes, at least until the mortgage is retired. To that extent, the City was prepared to loose Theatre Aquarius from the tax base.

IF THE CITY OF HAMILTON WERE TO STOP CHARGING THEATRE AQUARIUS INTEREST, the automatic payments transferred from the Region would pay down the arrears by 2008. (With interest, the arrears would grow to **$2,200,000** even with the Regional grant at its current level partially off-setting.)

It is possible that Provincial legislation may prevent the City from directly eliminating the interest for a single company owing arrears. If, however, it is the will of City Council, we will continue to search for a mechanism by which the equivilent result can be achieved.

2.) Charge only the minimum interest: Provincial legislation may permit as little as 1/2 of 1% per month be charged on tax arrears. IF THE CITY OF HAMILTON WERE TO CHARGE ONLY THE MINIMUM INTEREST, the automatic payments transferred from the Region would keep the arrears from growing.

It is possible that Provincial legislation may prevent the City from charging a different rate of interest for a single company owing arrears. If, however, it is the will of City Council, we will continue to search for a mechanism by which the equivilent result can be achieved.

3.) Buy the land back: The City takes back the land for an amount that will reduce the principal of the arrears to the point that the interest on the amount owed is equal to the Regional grant, currently **$82,550**.

4.) Replace Theatre Aquarius's arrears owing with a debt: The City provides an interest free loan, or an interest reduced loan (8%) to Theatre Aquarius.

THE PARKING AUTHORITY OF THE CITY OF HAMILTON

PETER G. BAKER
GENERAL MANAGER

CHAIRMAN
ALDERMAN VINCE AGRO

VICE-CHAIRMAN
ALDERMAN FRANK D'AMICO

MEMBER
ALDERMAN TERRY ANDERSON

A. (c.)

DATE: *October 9, 1996*

REPORT TO: *Susan K. Reeder, Secretary*
Finance and Administration Committee

FROM: *Peter G. Baker, General Manager*
*The **Parking Authority of the City of Hamilton***

SUBJECT: ***Financial Plan Update***

RECOMMENDATION:

*That the treasurer be directed to enter discussions with the **Parking Authority** for a form of bridge financing to address the expected shortfall in projected 1996 operational revenues; with the continuing understanding that the **Parking Authority** not form any expense within the tax base of the City.*

Peter G. Baker, General Manager

BACKGROUND:

*The **Parking Authority** operating budget for 1996 has a total appropriation of $5,131,360 (including debt charges) with a planned surplus of $405,000 all of which is designated to pay out the balance of the debenture on the Eaton Parkade and provide for a minimal capital programme. However, the projected revenues for the Authority are anticipated to fall short of this objective by approximately $450,000 to $600,000, with insufficient funds left in the **Parking Reserve** account.*

80 MAIN STREET WEST, *(AT SUMMERS LANE)*, HAMILTON, ONTARIO L8P 1H6 • TELEPHONE (905) 540-6000 • FAX (905) 540-6001

On June 25, 1996 City Council approved a plan (appendix attached) to provide interim financing to the Authority which, in effect, extended this debenture debt out from 1998 to 2004.

Although parking revenue remains fairly soft in all downtown carparks (both municipal andprivately owned), the free parking incentive (Thursday/Friday nights and all day Saturday) on downtown municipal carparks has had the greatest impact on these projections. This free parking programme was implemented by way of a recommendation of Council (on June 25, 1996) by the ***Parking Authority*** *and may now have to remain in effect until year end.*

The ***Parking Authority*** *Board has met to consider these matters and has directed that the Finance and Administration committee: (a) be immediately informed of the 1996 shortfall; (b) that financial planning to address the shortfall will not impact the city tax base; (c) and that Authority is currently developing further plans to provide a form of short term parking incentive at more Municipal carpark locations but that these plans may include external financing requirements.*

In mid 1995 the Authority presented its latest business plan to the Committee and in that plan a series of operational changes for 1996 and 1997 were detailed. The Committee should know that the Authority is "fast tracking" some major changes which were previously scheduled to be in place by the end of 1997; and which will create further substantial savings within the ***Parking Authority*** *expenditure lines. These will be in place by early 1997 and will be reflected in the 1997 Operating Budget for the Authority.*

THE PARKING AUTHORITY OF THE CITY OF HAMILTON
STATUS OF RESERVE FOR OFF STREET PARKING WITH INTERIM FINANCING FROM THE CITY

SECTION "1"

YEAR (1)	OPENING RESERVE BALANCE (2)	OPERATING REVENUE LESS EXPENDITURE (3)	INTEREST ON RESERVE (4)	PARTIAL PAYMENT OF DEBT CHARGES (5)	REPAYMENT OF DEBT CHARGES/ FINANCING COST (6)	INTEREST ON CAPITAL LOAN (7)	NET OPERATING PROFIT/(LOSS) (8)	USE OF RESERVE (9)	NEW LOTS - NET OPERATING PROFIT AFTER FINANCING COSTS (10)	SALE OF SURPLUS LANDS (11)	CLOSING RESERVE BALANCE (12)	YEAR (13)
1996	72,393	405,762	14,676		63,042	128,744	228,652	(100,000)			201,045	1996
1997	201,045	500,000	41,358		140,808	280,044	120,506	(150,000)		395,000	566,551	1997
1998	566,551	550,000	60,594		197,096	0	413,498	(150,000)			830,049	1998
1999	830,049	550,000	53,100		555,747	0	47,353	(150,000)			727,402	1999
2000	727,402	600,000	47,029		580,197	0	66,832	(150,000)			644,233	2000
2001	644,233	600,000	38,842		600,997	0	37,845	(150,000)			532,078	2001
2002	532,078	600,000	30,234		618,147	0	12,087	(150,000)	20,000		414,165	2002
2003	414,165	700,000	29,335		631,647	0	97,688	(150,000)	40,000		401,852	2003
2004	401,852	700,000	31,649		609,954	0	121,695	(150,000)	60,000		433,547	2004
2005	433,547	700,000	83,753		0		783,753	(150,000)	80,000		1,147,300	2005
		5,905,762	430,570	0	3,997,637	408,788	1,929,907	(1,450,000)	200,000	395,000		

SECTION "2"

CAPITAL LOAN (LAND ACQUISITION) REPAYMENT SCHEDULE

YEAR (1)	PRINCIPAL (2)	INTEREST (3)	ANNUAL INSTALMENT PAYMENT (4)	CAPITAL LOAN OUTSTANDING (5)
1995				359,300
1996	100,000	28,744	128,744	259,300
1997	259,300	20,744	280,044	0
1998	0	0	0	0
1999	0	0	0	0
2000	0	0	0	0
2001	0	0	0	0
2002	0	0	0	0

REPAYMENT OF DEBT CHARGES SCHEDULE

DATE OF LOAN (1)	PRINCIPAL (2)	INTEREST (3)	ANNUAL INSTALMENT PAYMENT (4)	DEBT CHARGES LOAN OUTSTANDING (5)	DEBT CHARGES OUTSTANDING (6)
01-Mar-96	0	63,042	63,042	1,036,311	1,036,311
01-Mar-97	0	140,808	140,808	2,107,384	1,071,073
01-Mar-98	0	197,096	197,096	2,818,457	711,073
1999	350,000	205,747	555,747	2,468,457	2,818,457
2000	400,000	180,197	580,197	2,068,457	
2001	450,000	150,997	600,997	1,618,457	
2002	500,000	118,147	618,147	1,118,457	
2003	550,000	81,647	631,647	568,457	
2004	568,457	41,497	609,954	0	

1996 June 25

SECTION "3"

THE CITY'S RESERVE FOR DEBT CHARGES (CH 00108):

YEAR (1)	OPENING RESERVE BALANCE (2)	PROJECTS FINANCED (3)	FINANCING CAPITAL LOAN (4)	FINANCE PARKING AUTH. DEBT CHARGES (5)	REPAYMENT OF PARKING AUTHORITY DEBT CHARGES WITH INTEREST COST (6)	INTEREST EARNED (7)	PROVISION FOR DEBT CHARGES ADJUSTMENT (8)	CLOSING RESERVE BALANCE (9)	YEAR (10)
1996	5,261,551	366,667	259,300	1,036,311	63,042	291,413	1,597,000	5,550,728	1996
1997	5,550,728		(259,300)	1,071,073	140,808	272,488	38,000	5,190,251	1997
1998	5,190,251			711,073	197,096	193,947	(1,176,000)	3,694,221	1998
1999	3,694,221				555,747	189,054	(838,000)	3,601,022	1999
2000	3,601,022				580,197	226,801	(88,000)	4,320,021	2000
2001	4,320,021				600,997	217,924	(988,000)	4,150,942	2001

ASSUMPTION:

1. THE CAPITAL LOANS (LAND ACQUISITIONS) ARE TEMPORARILY FINANCED FROM THE CITY'S RESERVE FOR DEBT CHARGES (CH 00108)
2. THE PARKING AUTHORITY DEBT CHARGES ARE TEMPORARILY FINANCED BY THE CITY'S RESERVE FOR DEBT CHARGES (CH 00108)
3. THE CAPITAL LOANS ARE REPAYABLE AT 43 BASIS POINT AVOVE THE AVERAGE 10 YEAR CANADA BOND RATE
4. THE SHORT TERM BORROWINGS (DEBT CHARGES) ARE CHARGED AT 43 BASIS POINT ABOVE THE AVERAGE 5 YEAR CANADA BOND RATE
5. ALL INTEREST INCOMES ARE CREDITED TO THE CITY'S GENERAL INTEREST INCOME.

Appendix "B" referred to in Section 9 (b) of the TWELFTH Report of the Finance and Administration Committee for 1996.

8.000%
7.300%

Link PLUS

Vol. 2, No.35

September 20, 1990

3.

New CEO shares his thoughts on getting H.H.S.C. Up and running

The newly appointed CEO of the Hamilton Health Sciences Corporation, Scott Rowand, was in town on Wednesday, September 18, to meet with the leadership of Hamilton Civic Hospitals and Chedoke-McMaster Hospitals.

At a meeting of directors and managers from both hospitals, Mr. Rowand shared some thoughts on how to take the Hamilton Health Sciences Corporation from conception to reality.

The bigger picture

Mr. Rowand began his remarks by looking at what is happening with the national and provincial picture. Canada and Ontario have a serious problem with increasing debt. Ontario spends more on paying off the interest on debt than is used to operate the Province's more than 200 hospitals. This coupled with dropping inpatient utilization rates, greater outpatient treatments, new technology and financial pressures, leads to possible reductions in acute care beds that could reach as high as 50 percent across the Province.

In addition, the power of the Ministry to close hospitals, merge organizations, move programs and set operating budgets -- using the Health Services Restructuring Commission as its tool -- plus the 18 percent reduction in funding to hospitals between 1996 to 1999 (estimated at actually 30 percent when inflation is factored in), does not paint a rosy picture for the environment within in which a new organization such as the Hamilton Health Sciences Corporation will be formed.

Mr. Rowand did, however, caution hospital staff to "keep an eye on the finish line," to have a vision for the Hamilton Health Sciences Corporation and move toward that vision through meaningful change. "All of you," said Rowand, "Indeed everyone in the Corporation, will have an important role to play in crafting our vision and assuring its dissemination. But it will be as or even more important to bring others external to the Corporation into the process of defining our future. One of my first priorities will be the development of process to arrive at a vision for the organization."

What Scott Rowand is focused on is developing the Hamilton Health Sciences Corporation as a "strong cohesive, comprehensive health services provider which is acknowledged as relevant by those it serves, embraced as a great place to work for those within it, and admired as an international leader in health care practice and academic development by those who watch it."

Now entering the delta state

He acknowledges that there is a considerable gap between this personal vision of the Corporation and where we are now. This delta state -- the state of change -- is what Rowand says will be best characterized by "blood, sweat and tears" over the next two years. He expects the merger to be blamed for all manner of ills, that this time of transition will be hectic and the pace intense.

"Here are some pretty basic and highly likely scenarios," he commented. "As many as one in four people who currently work for CMH or HCH will lose their job. It is highly possible that we will lose at least one of our present facilities. Some of our stars will move on hoping to find a more secure environment. And there will be a great deal of turmoil, at times anger and tension, and considerable sadness.

You must appreciate that no CEO wants to start off a relationship with new colleagues by delivering some of the hard messages that I have just given. Being tough gives me no pleasure. But to do otherwise would create false and dishonest expectation which would not serve me or you or the Corporation well. As we get to know one another better, the one thing you will learn to expect from me is directness and honesty."

Over . . .

Short term plans

Mr. Rowand's short term plans are to talk to people within and externally to the organization to learn about the predecessor hospitals, the needs of Hamilton, the priorities of the University and how we can best fit in a very strategic way into Ontario's health care system.

He has already struck two teams out of the existing Senior Management groups; one to lead the integration of the two hospitals and the other to develop a single operating budget and operating plan for the 1997/98 fiscal year. (He has set an aggressive goal for the fiscal group at a 10 percent reduction in the operating budget with no decrease in patient volumes.)

Mr. Rowand intends to lay the foundation of the Corporation through organizational transformation -- a term that he defines as "a common sense approach to the application of the best practices and ideas across the Corporation, and some external to it, to promote integration and fulfilment of our mission, vision and values."

The two V's

On meeting expectations, Mr. Rowand describes two themes that will become the cornerstones of the new Hamilton Health Sciences Corporation. They are the themes of value creation and velocity. "We should not be talking about quality and cost (as if these are different sides of the same coin), but rather about value," he says. "Value is the notion of the greatest good for the greatest number; the most for the least; doing good and doing well. The merger is not about cutting cost. It's about optimizing resource use and enhancing quality, which happens to be occurring at a time of shrinking revenue."

Mr. Rowand says the second theme, velocity (speed), is a reminder of the incredible time pressures we're under to get the new Corporation working effectively and efficiently before the next wave of government cutbacks come. "The changes that we must make must occur quickly and decisively," he says. "Many of you are hungry for change and to get on with it -- we all need to adopt this posture."

Rowand notes that an organization that is committed to action must also be prepared to take risks and accept the occasional mistake. "When something is tried and it doesn't work, lets admit it and try something else. We also need to create and environment where it's okay to try something and to fail. If we try new things with velocity and they work, we are that much further ahead; if they don't, we have not lost much time and can try something else."

Tremendous future, difficult times

Rowand wrapped up his comments asking staff members to ensure that they have a balance between optimism and excitement about the future with a realism of some very hard work ahead. "I am completely committed to the task of making the Hamilton Health Sciences Corporation one of the leading health care institutions and academic medical centres in the world. Our opportunity is limited only by our creativity and our commitment to responsible innovation. But I need all of you to achieve this goal. Thank you for letting me be part of your future."

Scott Rowand will start as president and chief executive officer of the Hamilton Health Sciences Corporation on November 4, 1996. His office location has not yet been determined.

Copies of Scott Rowan's complete address to the joint leadership group are available in both Libraries.

***Link* PLUS** is designed as a timely way of communicating important issues to all staff members of Hamilton Civic Hospitals. LinkPlus is published every Friday. Please forward your comments to Philip Homerski or Jeff Vallentin in Community Relations, ext. 4617.

CITY OF HAMILTON

- RECOMMENDATION -

4.

DATE: 1996 October 16

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J.G. Pavelka, P.Eng.
Chief Administrative Officer and
Chairman, Corporate Steering Committee

SUBJECT: Master Fire Plan

RECOMMENDATION:

a) That the City of Hamilton Master Fire Plan Final Report prepared by Dillon Consulting Limited and Donald Baird Associates during October 1996 be received; and,

b) That the Corporate Steering Committee prepare a response to the report including an action plan to implement proposed "potential actions" detailing the personnel reductions, the cost implications of replacing equipment and the cost implications of modifying stations.

J.G. Pavelka

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The following table outlines a summary of potential actions with the associated staff reductions and savings in personnel. Each reduction has a potential negative effect on the level of fire protection service experienced today.

The table is prioritized for achieving savings, if required by City Council, from which action should be undertaken initially to which action should be the last to be implemented.

Methods of Accommodating Personnel Reductions and Associated Cost Saving

	Potential Action	Potential Staff Reduction	Potential Saving
1.	Reduce on-duty personnel by two per shift	10	$650,000
2.	Reduce Quint crew size from five to four	10	$650,000
3a.	Reduce Aerial crew size from four to three; or	15	$975,000
3b.	Place Rescue 9 into unstaffed reserve	10	$650,000
4.	Remove Core Area Pump Company and Add EMS in Station 1	10	$650,000
5.	Further reduce Aerial crew size from three to two	15	$975,000
	TOTAL POTENTIAL SAVING	**55-60**	**$3.6 TO $3.9 MILLION**

BACKGROUND:

On Tuesday, June 25, 1996, City Council approved the following resolution:

(a) That the City of Hamilton undertake a Hamilton Master Fire Plan which will identify the levels of service, including the response times, and recommend improvements to the system.

(b) That City staff collect and review initial background, and statistical information.

(c) That a Request for Proposals be prepared to retain an external consultant at a cost not to exceed $50,000 to:

  (i) undertake network analysis for alternate fire station/equipment locations;

  (ii) review and evaluate the organizational structure, staffing practices and equipment;

  (iii) report on alternative response time objectives; and,

  (iv) prepare a report to be submitted to the Corporate Steering Committee by 30 September 1996.

(d) That the City Treasurer be authorized to establish a capital project, Fire Department Master Plan Study, in the amount of $50,000 to be financed from the Reserve for Capital Projects, Account Centre No. CH 00203.

DISCUSSION:

The objectives of the study included an in-depth examination of current and projected emergency response and fire/life safety needs including:

- emergency response times compared against target service levels
- strategic station locations
- safe and effective staffing levels
- deployment of emergency vehicles
- sound organizational structure and
- maximum usage of support processes

In preparation for the study, four sub-committees consisting primarily of Fire Department staff were set up to prepare background material and statistics for use in the study. A Corporate Steering Committee consisting of the following was set up to guide the study and to review the study's findings:

- Chief Administrative Officer
- City Treasurer
- City Solicitor
- Building Commissioner
- Fire Chief
- Deputy Fire Chief

The study process included a comprehensive neighbourhood-by-neighbourhood assessment of the building stock throughout the City to assess the fire risks. In addition, site visits were made to each of the fire stations in the City, encompassing an examination of the condition of each station, the apparatus, equipment and operating methods.

To aid in the analysis Dillon's microcomputer program "FIRE-ROUTER" was utilized. This program enabled the Fire Department's response times, in relation to the road system and development pattern of the City, to be modelled.

This study has evolved the "City of Hamilton Master Fire Plan" - Final Report dated October 1996.

Attached for the benefit of the Committee is the executive summary outlining:

13.3 Costs and Alternatives
13.4 Conclusions
14.0 Fire Insurance Classification Implications
15.0 Summary of Conclusions
16.0 Summary of Recommendations

PROCESS AFTER FINAL REPORT

The conclusions and recommendations in the final report are those of the consultant retained by the City of Hamilton and may not be entirely completely shared by the City's Corporate Steering Committee.

Furthermore where there is agreement on the conclusions and recommendations there may be some practical considerations such as contracts, type of equipment, size of facilities that may also have to be addressed prior to implementing "potential actions".

Therefore, it is being recommended that the report be received and be forwarded to the Corporate Steering Committee to prepare a response to the consultant's report including an action plan to implement the proposed "potential actions" detailing the personnel reductions, the cost implications of replacing equipment and the cost implications of modifying stations.

JGP:dd
Attach.

c.c. Chief G. Smith, Fire Department
Allan C. Ross, Treasurer
L. King, Building Commissioner
P. Noé Johnson, City Solicitor

13.3 Costs and Alternatives

The city administration's advice that substantial budget reductions are likely to be necessary limits the options largely to a rearguard action to preserve a reasonable level of fire protection. Some improvements in effectiveness of service delivery nevertheless can be recommended as a result of this deployment analysis.

It is quite apparent that a necessity for substantial budget reductions, as has been intimated, means reduction of available fire suppression personnel. A stipulated immediate cut of about $540,000 should be met on an interim basis through a reduction of on duty personnel by two firefighters or ten personnel in all. This will reduce the pool of staff available to cover personnel absent due to vacations and illness, necessitating occasional crew reductions. This would result in a saving of approximately $650,000. Further reductions in budget will increasingly cut into the fire department's response and operational capability.

A number of options for accommodating personnel reductions may be available to the fire department within the limitations imposed by the labour contract, equipment and buildings. All

reductions in immediately available, on-duty staffing of fire companies must be regarded as having a negative effect on the level of fire protection. These options in the order judged to have least negative effect include:

- reduce on-duty personnel through reduced holiday time requirements due to retirement of senior personnel; to a maximum of two per shift;

- a reduction of ladder (quint) company crews from five to four members;

- a reduction of aerial ladder company crews from four members to three, with more dependence upon the three rescue companies for support to them;

- permanent removal from service of one of the core area pump companies and its replacement with a light medical response unit to reduce the consequent increased workload on the remaining companies; and

- the further reduction of aerial ladder company crews from three members to two members, with more dependence upon the three rescue companies for support to them.

Table 13.1 provides a summary of the potential action, and the associated staff reduction and dollar savings. Again it must be stressed that each reduction has a negative effect on the level of fire protection and the list is not to be taken as recommendations, but rather as a order of priority for achieving the savings deemed necessary by the City's administration and Council.

TABLE 13.1
METHODS OF ACCOMMODATING
PERSONNEL REDUCTIONS AND ASSOCIATED COST SAVING

Potential Action	Potential Staff Reduction	Potential Saving
1. Reduce on-duty personnel by two per shift	10	$650,000
2. Reduce Quint crew size from five to four	10	$650,000
3a. Reduce Aerial crew size from four to three; or	15	$975,000
3b. Place Rescue 9 into unstaffed reserve	10	$650,000
4. Remove Core Area Pump Company and Add EMS in Station 1	10	$650,000
5. Further reduce Aerial crew size from three to two	15	$975,000
TOTAL POTENTIAL SAVING	**55-60**	**$3.6 to $3.9 million**

The recommended closure of Station 11 will eliminate the necessity of renovating the station for an estimated cost of $2.613 million in years 2002 to 2004. However, the capital projects identified in this study should be considered as an optional use of these capital funds in the future. The capital budget also recommends the redevelopment of Stations 8 and 9. These projects should be maintained as part of the capital budget.

The plan makes moderate recommendations as to the need to replace some vehicles and equipment. Any vehicles and/or apparatus that have been recommended in this plan can be accommodated within the current capital budget projections for vehicle/apparatus replacement.

13.4 Conclusions

Options for the near future of the fire protection system in Hamilton are restricted by potentially large budgetary reductions. Some improvements in the deployment of the fire and rescue resources are recommended, but the emphasis in this report must be on ways of retaining a fire

suppression force adequate to the needs. Means are available for securing some fiscal retrenchment without great harm to the system, but there is always some negative effect on protection. This effect can manifest itself in several ways including:

- less flexibility and availability to staff equipment,
- fewer personnel at the scene to manage the emergency; and
- longer response times for areas affected by a reduction in the number of available fire companies.

The more that is cut, the greater the impact, and there have already been significant cuts.

14.0 FIRE INSURANCE CLASSIFICATION IMPLICATIONS

The traditional periodic survey of municipal protection conditions on the behalf of fire insurance companies is carried out by Underwriters Survey on behalf of the Insurance Bureau of Canada. The results are codified in two classes for the use of subscriber insurance companies, one specifically for dwelling underwriting and the other for larger properties. Both are used in statistical analyses. In the former, Hamilton, protected by a strong city fire department and water supply receives the best classification. In the latter, a more complex evaluation, Hamilton was last rated in Class 2 on a scale of one to 10, representing a high level of protection. The true significance of this in terms of insurance costs cannot be precisely established since each insurance company that uses it does so in its own way and various other factors are involved in insurance underwriting. Results of a reassessment of its classifications can be expected for Hamilton in 1997.

15.0 SUMMARY OF CONCLUSIONS

1. Fire incidence and loss in Hamilton are not exceptional for an industrial city with a legacy of old buildings. As elsewhere the workload of the fire department has shifted to emergency medical and other non-fire emergency services and the fire service must adapt to it.

2. The fire department has long had effective management and has recently handled significant budget reductions with skill.

3. Fire prevention code enforcement and public education programs are of exceptional quality, with participation of the firefighting companies in a heavy workload imposed by code legislation.

4. The non-fire emergency response load is now more than half of the department's work. A shift back to the use of small vehicles for medical calls is in order; at least in the central core. Absorption of the ambulance service into the fire department should be considered.

5. Firefighting operations are well organized under competent officers. Although there is normal mutual aid with neighbouring communities, joint dispatching, some joint purchasing and sharing of training facilities for the various fire departments, still closer co-operation should be pursued wherever possible.

6. Emergency communications are well organized and equipped, except for the lack of computer aided dispatching. This is now being developed. With increasing workload and a dominant portion in emergency medical calls, the integration of the Fire and ambulance dispatch centres should be considered.

7. The existing service districts associated with each fire station should be reviewed in light of the findings from this study. This is particularly important if changes are implemented to the number of companies or to the station locations. The districts as defined by the FIRE-ROUTER modelling can be used as a guide.

8. A practical re-arrangement of fire station locations includes closing Station 11 and relocating Station 8 further to the east. This results in very little change to the weighted average response time coverage for the City of Hamilton.

9. In general, the fire department's fire and other emergency response service capability is superior compared to other Canadian cities. The analysis and findings of this report are constrained by the likelihood of serious reductions in the budget for the department. All major budgetary reductions will have a negative impact on the level of protection to life and property in the city. Those judged to have the least impact, in order of priority, are set out in ***Table 13.1***. All are necessarily reductions in staffing. Personnel on duty available for rapid response to fight fires is the most important ingredient in the service response mix. It also represents the bulk of the cost of a career staffed fire department. Firefighting is a labour intensive operation, in spite of the available power tools and devices.

10. Hamilton has high ratings on the two property insurance grading systems used in underwriting. The classification lists and manner of their use are proprietary information and not available. Their impact is not known.

16.0 SUMMARY OF RECOMMENDATIONS

The consultants recommend that the City of Hamilton embark on a modest program of improvements in the fire department, mainly in the deployment and equipping of the fire suppression force. These are recommended bearing in mind significant budgetary restrictions including the probability of further reductions. Timing of implementation is contingent entirely on the budgetary demands.

1. To meet the already mandated budget reduction for 1997, the firefighting staff should be reduced by ten. Current attrition rates are unlikely to meet this. The consequent reduction of two members on duty should be taken initially from the normal float providing for vacations and sickness.

2. If further permanent reductions are still required, reduce the quint crew size from five to four.

3. The next level of permanent reductions, should they be required, would be to reduce the aerial crew size from four to three. Alternatively, Rescue 9 could be placed in unstaffed reserve.

4. Because of some redundancy in response coverage and if the need for personnel attrition is required, it is recommended that Station 11 be closed and Pumper 11 be disbanded. Half of its personnel would need to be retained for staffing an emergency car at Station 1 to reduce the consequent increased workload there. It may, however, be prudent to maintain all staff to strengthen other companies in the face of staffing reductions.

5. The proposed rehabilitation or replacement of Station 8 should take be carried out in 1997 and take the form of its relocation eastward to the vicinity of Barton Street and Centennial Parkway. The pumper here should then be replaced with one carrying an elevated master stream device.

6. Station 9, strategically located in the east end, should then be rehabilitated as early as feasible and expanded to house a modern aerial ladder truck. Aerial Company 6 should then be relocated here, using a modern 100-foot aerial ladder.

7. It is recommended that the apparatus of Pump 3 and Quint 7 be interchanged, after recommendation 6 is carried out and Aerial company 6 relocated, to provide a second aerial device in the upper city.

8. The advantages of combining the ambulance and fire dispatch centres should be investigated with a view to economy, faster call handling and greater depth of staffing. Provision of the total emergency ambulance service in the city by the fire department should be considered as well.

9. The advantages of closer co-operation through shared resources, joint purchasing and mutual aid responses within neighbouring communities should be encouraged and examined at both the political and service levels.

6.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 9

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Downtown Development - Hamilton-Halton Home Builders' Association - Financing

RECOMMENDATION:

That the City Treasurer be authorized to set up a 1997 Downtown Current Budget for Downtown Development - Preliminary Concept Plan by the Hamilton-Halton Home Builders' Association at a cost of $90,000, and that the $90,000 be financed within the Budget from the Reserve for Contingency, Account Centre No. CH 00115.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

As above.

BACKGROUND:

City Council at its meeting of October 8, 1996 approved the following:

1. a) That the preliminary concept proposed by the Hamilton-Halton Home Builders' Association, in the attached Executive Summary titled "Downtown Hamilton, The Heart of Our Communities" (Appendix "A") to co-ordinate development activities for their member home builders in the downtown core of Hamilton be approved, at a projected cost of a maximum $180,000 to be borne equally by the City and region; and,

1. b) That the Hamilton-Halton Home Builders' Association report back to the Committees of the Whole upon the completion of Phase 1 - "Preliminary Investigation and Proposed Development" for $8,000 with more detail on the expenditures to be undertaken in Phase 2 "Coordination Phase"; and,

c) That upon satisfactory completion, the appropriate amount be released to the Hamilton Halton-Home Builders' Association on an equal cost shared basis with the Region; and,

d) That the method of financing for this initiative be recommended by the respective Committees and, be included as an item within each of the City's and Region's 1997 budgets titled "Downtown Current Budget"; and,

e) That the Chief Administrative Officer of the City in conjunction with the Regional Chief Administrative Officer negotiate a contract with the Hamilton-Halton Home Builders' Association and provide same for Council approval for Phase 2.

As approved by Council, the recommendation would establish a 1997 Current Budget for this project in the amount of $90,000. Funding is recommended from the Reserve for Contingencies, which has an uncommitted balance of $924,913.

NRA:jc

c.c. J. G. Pavelka, P.Eng., Chief Administrative Officer
P. Noé Johnson, City Solicitor

7. (a.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 10

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka
Chief Administrative Officer

D. W. Vyce
Director of Property

SUBJECT: Agreement to Accept Compensation
47-51 King Street West, Perry Byrnes
(10 MacNab Street South)
Expropriation - Lloyd D. Jackson Square

RECOMMENDATION:

(a) That an Agreement by Owner to Accept Compensation, executed by Grace Gordon, Estate Trustee for the Estate of Pearl Edith Byrnes, deceased, (Pearl Edith Byrnes being one and the same person as Perry Byrnes), on 1996 September 18 and to be completed on or before 1996 November 6, for the tenant's interest in the lands then municipally known as 47-51 King Street West (10 MacNab Street South, Room 207), more particularly described as Part 173 on Expropriation Plan No. SS-1006, registered on 1971 May 25 as Instrument No. 205980AB, be approved and completed, and the final compensation of $4,933 be charged to Account Centre CH 00102 (Reserve for Property Purchase); and,

(b) That the Mayor and City Clerk be authorized and directed to execute the necessary documents in a form satisfactory to the City Solicitor.

A/e C.A.O.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Funds are available within Account Centre CH 00102 (Reserve for Property Purchase).

BACKGROUND:

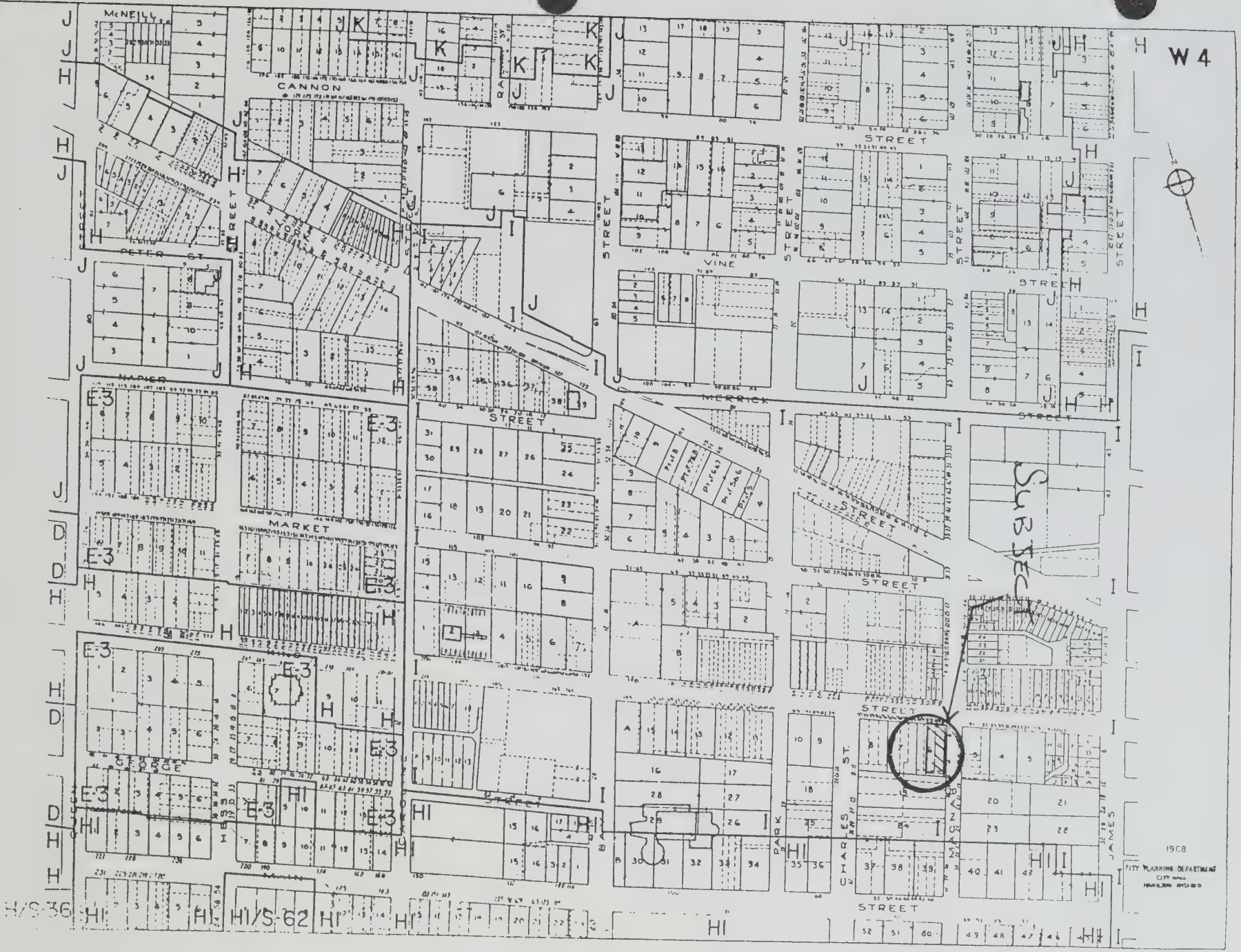
The lands and building at 47-51 King Street West, then known as the Lawson Building, were expropriated on 1971 May 25 as part of the North End Urban Renewal Project that culminated in the development of the Lloyd D. Jackson Square. The expropriation of Ms. Byrnes interests relate to her leasehold interest in 282 square feet of offices on the second floor of the Lawson building, also identified by the mailing address 10 MacNab South, where she operated accounting offices.

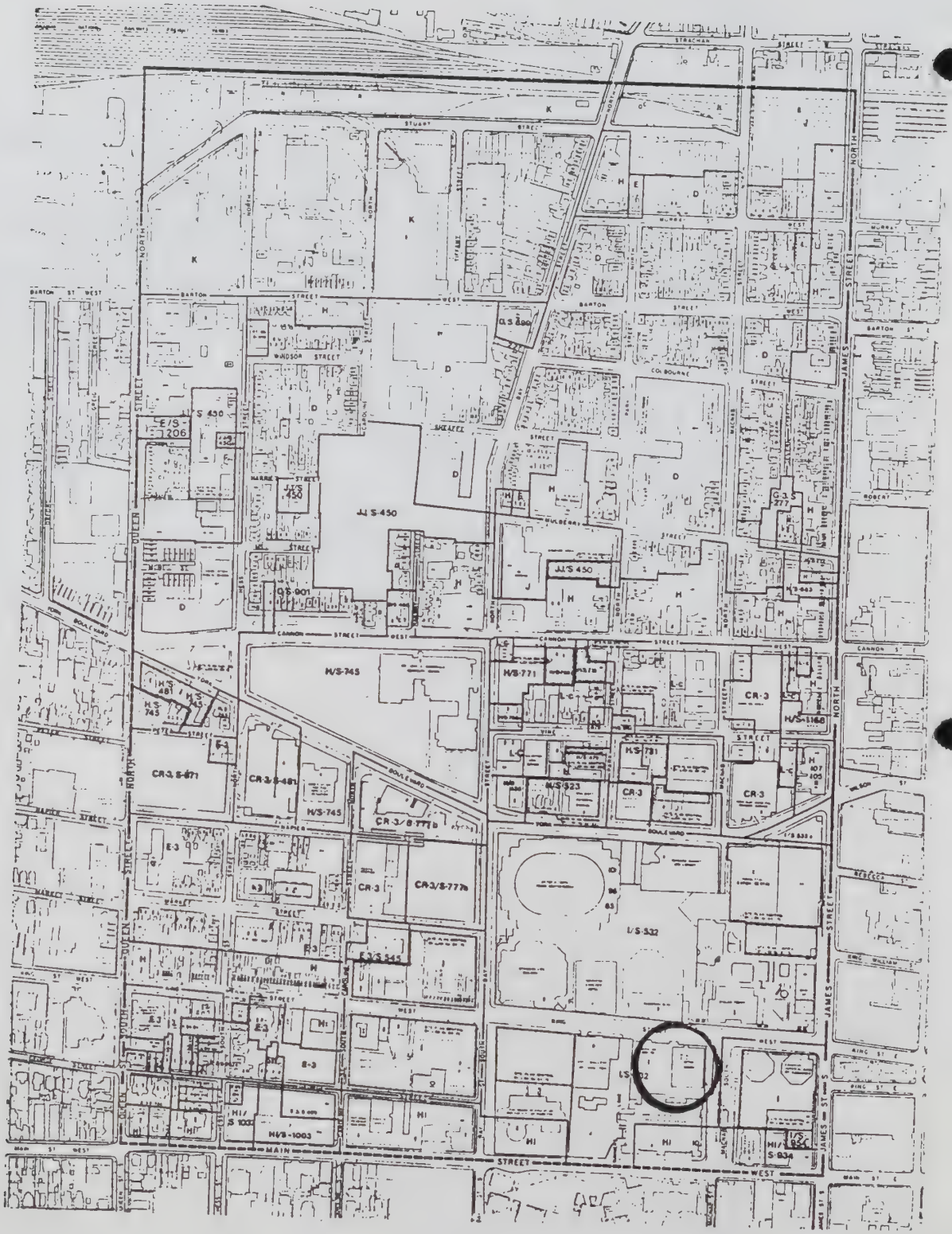
The attached settlement of compensation is based on a decision of the Board of Negotiations in 1972 July 13 which awarded the amount of $3,008 to replace tenant improvements, relocation expenses and business loss. This amount was never satisfactory to Ms. Byrnes, notwithstanding the Board's expressed opinion that the offer was "extremely generous" under the circumstances. Ms. Byrnes never advanced her statement of claim to the OMB and no further negotiations or actions were taken on the file until recent contact by her estate whereupon a settlement of compensation was concluded.

RAB/nw

c.c. P. Noé Johnson, City Solicitor
Attention: D. Powers

A. Ross, Treasurer


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1968
CITY PLANNING DEPARTMENT
CITY HALL


STRACHAN STREET
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7. (b.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 11

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka, P.Eng.
Chief Administrative Officer

D. W. Vyce
Director of Property

SUBJECT: Request of 35 Brock Street Limited and 600 John Street North Limited, owners of the property known as 35 Brock Street and 600 John Street North, Hamilton For a Quit Claim Deed from the City

RECOMMENDATION:

(a) That the City of Hamilton confirm that it claims no interest in the property known municipally as 35 Brock Street and 600 John Street North, Hamilton, (pursuant to the covenants in favour of the City as set out in a 1966 deed registered as Instrument No. 18578 A.B.) by quit claiming this property to the current owners; and,

(b) That the Mayor and City Clerk be authorized and directed to execute all necessary documents.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

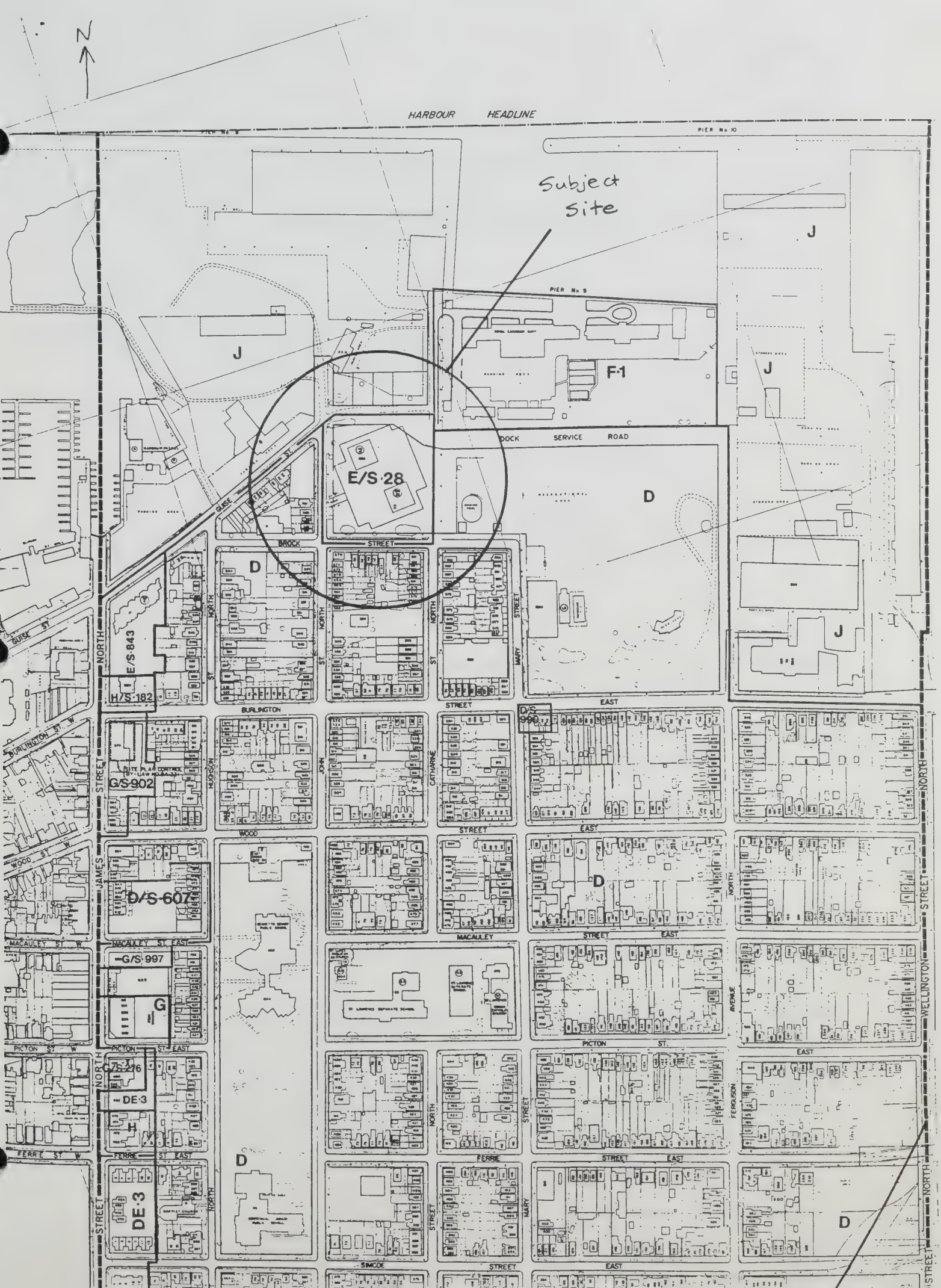
The residential apartment building property known as 35 Brock Street and 600 John Street North, Hamilton was recently being refinanced. In handling the refinancing, the lender's title search disclosed that the City of Hamilton had once owned the site and in 1966 sold the site subject to several obligations to develop the property with two apartment buildings.

As the two apartment buildings were constructed as required, the current owners of 35 Brock Street and 600 John Street North, Hamilton, have requested that the City release from the title the covenants in favour of the City as set out in the 1966 deed registered as Instrument No. 18578 A.B.

In support of their request, the Building Department has confirmed that the development covenants have been fulfilled by the construction of two apartment buildings on the site and that it is, therefore, now appropriate to release the covenants from title. Our department and the Law Department are in agreement with their request.

DC/hew

c.c. P. Noé Johnson, City Solicitor
Allan C. Ross, Treasurer
C. Bandurka, Property Clerk, Surveys, Roads Department


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HARBOUR HEADLINE
PIER No 10
Subject Site
PIER No 9
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F-1
DOCK SERVICE ROAD
E/S-28
D
E/S-843
H/S-182
G/S-902
D/S-607
G/S 997
G
G/S-276
DE-3
H
D-990
BROCK STREET
BURLINGTON STREET
WOOD STREET
MACAULEY ST. EAST
PICTON ST. EAST
FERRIE STREET EAST
SIMCOE STREET
GUISE ST
BURLINGTON ST W
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FERRIE ST W
NORTH MARY STREET
NORTH JAMES STREET
NORTH HUGSON STREET
NORTH JOHN STREET
NORTH CATHARINE STREET
NORTH WELLINGTON STREET
NORTH FERGUSON AVENUE
EAST MARY STREET
EAST CATHARINE STREET
EAST WELLINGTON STREET
EAST FERGUSON AVENUE
SITE PLAN CONTROL BY-LAW AREA

8.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 11

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

P. Noé Johnson
City Solicitor

SUBJECT: Policy and Procedures: Property Vested on Tax Sale
Municipal Tax Sales Act

RECOMMENDATION:

That the following policy be adopted and procedures implemented for all properties which vest in the City as a result of tax sale tender under the Municipal Tax Sales Act:

1) Where the Treasurer has determined that the accumulated realty taxes, penalties and interest are uncollectible, the Treasurer shall thereafter report to Council:

   (a) to recommend that such outstanding taxes be struck off the roll. (Municipal Act s. 441)

   (b) for directions that the Treasurer, upon the striking from the roll of such uncollectible taxes, charge back the Region and Board of Education's proportionate share of the deficiency to the " tax write offs " account to recover the deficiency amount previously credited to these bodies.

2) The City's share of the uncollected taxes and any other additional costs, such as snow and weed removal, will be charged to the Reserve for Property Purchases.

3) The City shall immediately initiate a tax appeal with the Provincial Assessment Office in respect of the vested properties to reflect the City's exempt status which will eliminate further taxation levies.

4) The Property Department report to Council on the potential municipal purpose or in the alternative with a recommendation that the properties be declared surplus in accordance with the City's Realty Sales Procedural Bylaw No. 95-049 and be actively marketed.

5) Any costs relative to the maintenance, management and upkeep of the properties by the City will be charged to the Reserve for Property Purchases.

6) A detailed accounting of all properties which have vested in the City will be established and maintained separately within the Reserve for Property Purchases.

Allan C. Tasse P Noé-Johnson

BACKGROUND:

Under the provisions of the Municipal Tax Sales Act (hereinafter referred to as the "Act"), properties which have not been redeemed within the one year period subsequent to the registration of a Tax Arrears Certificate shall be offered for sale by public tender unless a valid and subsisting Extension Agreement is in place with the owner(s) of the property. Prior to the actual sale by tender, these properties must be advertised for four (4) consecutive weeks in the local newspaper and once in the Ontario Gazette. Should the City wish to acquire the property for municipal purposes, a bid must be submitted as prescribed by the Act.

In the usual course, the tax sale tender will result in a successful bidder for the property. The Cancellation Price, being an amount equal to all taxes, arrears, penalties, interest and costs, received is applied against the arrears of taxes and any excess funds are then paid into the Ontario Court (General Division). Interested parties, such as the owner, mortgagee, execution creditor, may then make application to the court for payment out according to the priority of interest.

In those situations however, where the City does not receive a successful bid on the property, section 9(3)(b) of the Act stipulates that title to the property automatically vests in the municipality. Since the City did not bid on the property initially by public tender, it has essentially acquired title by default. A Notice of Vesting, the document registered on title, provides the City a fee simple interest in the property subject only to easements, restrictive covenants, interests in favour of the Crown in right of Canada or in right of Ontario; and any adverse possession interests by abutting property owners.

Staff are recommending that a policy and procedure be approved which would implement the statutory requirements under the Municipal Act as to the recovery of realty taxes levied and paid by the City in previous years to both the Region and the Boards of Education as well as providing for the disposal or continued ownership of the property.

Section 441(1) of the Municipal Act provides that where the Treasurer ascertains that taxes are uncollectible, a recommendation shall be provided to Council for the striking from the roll of those taxes as uncollectible. Upon the automatic and statutory vesting of the property under a tax sale tender, this in most instances would be the case. Council may then direct that the Treasurer strike such taxes from the roll.

The Treasurer pursuant to section 421, at the same time, would then further recommend that such uncollectible taxes be charged back to the Region and Boards of Education's proportionately to the amount paid to these bodies. The City's portion of the taxes as stipulated by section 421 of the Municipal Act would be charged to the Reserve for Property Purchases. Any other outstanding tax related items, including but not limited to weed and snow removal, would be charged back to the Reserve for Property Purchases.
An appeal would be lodged with the Assessment Office to have the vested property reclassified from taxable to exempt. The Manager of Real Estate would be requested to ascertain from all City departments whether a municipal purpose existed for the property. In the event that the property is surplus to the City's requirements, Property Department (Real Estate Division) would commence the process of having the property declared surplus in accordance with the City's Realty Sales Procedural Bylaw No. 95-049. The property would then be actively marketed and sold.

The policy would also allow that all costs incurred by the City in connection with the maintenance, management, and upkeep of the property be charged to the Reserve. In order to have an inventory and be able to account for those properties which the City has acquired through this process, it is also being recommended that an account be established within the Reserve entitled " Tax Sale - Vested Properties".

It is anticipated that the implementation of the above procedures will enhance the City's ability to dispose of properties acquired by default through the tax registration process and also allow for the recovery of taxes advanced in prior years to the Region and the Boards of Education.

cc D. Vyce, Director of Property

9.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 18

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Steering Committee for the Operational Review of the Information Systems Department

SUBJECT: Operational Review of the Information Systems Department - Recommendations arising from the Reports of LGS Group Inc. and Compass Analysis Ltd.

RECOMMENDATION:

a) That the LGS Report recommendation #1 concerning the formation of Information Technology (IT) Steering Committees made up of senior managers of each respective Corporation be forwarded to the respective CAOs for implementation.

Note: The formation of IT senior management Steering Committees has been previously discussed with the CAOs and both Management Teams and they support this recommendation.

i) That the LGS Report recommendation #2 concerning the establishment of a Consulting Group within Information Systems be forwarded to the respective IT Steering Committees for consideration.

ii) That the LGS Report recommendation #3 concerning the development of a Corporate IS Strategic plan be forwarded to the IT Steering Committees for consideration.

iii) That the Director of Information Systems forward a plan to improve the quality and quantity of PC support services to the IT Steering Committees. (LGS Report recommendation #7)

b) That the Director of Information Systems report back to the Administration Services and the Finance & Adminstration Committees concerning the feasibility of implementing "Lights Out Operation" of the data centre including the impacts on individual user departments. (LGS Report recommendation #4)

c) That the LGS Report recommendation #5 concerning the potential of reducing Payroll costs be referred to the Finance, Treasury and Human Resources departments for review and a report back on the feasibility of outsourcing payroll processing.

d) That the Director of Information Systems implement an action plan that will improve customer service, match the detailed findings in the LGS Report and include quarterly progress reports to the CAOs. (LGS Report recommendation #6)

e) That any recommendations arising from the LGS report that include additional expenditures and/or staffing be referred to the budget approval processes for consideration.

f) That the recommendations of the Steering Committee be forwarded to the respective Region Administration Services Committee and City Finance and Administration Committee.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The LGS Report includes recommendations, the implementation of which, would have budget and staffing implications. Financial or staffing implications will be referred to the respective corporate budget process.

BACKGROUND:

LGS Group Inc. was engaged to perform an Operational Review of the Information Systems Department on 1996 January 30th. The LGS Group Report also incorporates the findings of the related "benchmarking" study on the Operations Division of Information Systems Department that was performed by Compass Analysis Limited.

The Steering Committee for the Operational Review of the Information Systems Department was comprised of the following members:

Councillor Frank D'Amico (Chair)
Alderman Don Ross
Alderman Bob Charters
Councillor Ann Sloat
Councillor Glen Etherington
Joe Pavelka
Michael Fenn

LGS Group Inc. completed their review and submitted a final report to the Operations Review Steering Committee on 1996 September 25th. The Steering Committee at their meeting on 1996 October 2, received staff comments from the Director of Information Systems on the LGS Report. These comments are included below.

Based on the LGS Report and the staff comments received, the Steering Committee is submitting its recommendations for consideration by the Finance and Administration Committee.

Staff Comments on LGS Report

The Consultant's Report includes positive comments on matters relating to; hardware, software and networking strategies, PC acquisition and maintenance, technology cost distributions, unit costs and benchmarking comparisons and chargeback systems.

a) In terms of hardware, software, and communications strategies:

> *'The current hardware and communications strategies being pursued are inherently suitable for the needs of the Region and the City". (page 3 last para.)*
> *"- the network is being migrated to a state of the art facility and extended to reach all parts of the Municipal Corporations;*
> *- a mixture of mainframe, server and PC technologies are being used;*
> *- there is much enthusiasm for reducing the use of mainframe computers to achieve better functionality to support the business units and introduce more flexible cost structures. However, moving to new platforms will involve replacing much of the application software and this will be very expensive" (page 18 para 1)*

b) In terms of the PC acquisition and maintenance:

> *"The current approach to buying PC's involves buying "name brand" units on a 3 year lease program with full hardware maintenance coverage for the entire term. Many users expressed concern over the costs and value received. LGS believes that the current policies are appropriate to the circumstances and there is no cause for concern." (page 2, para 7)*

c) With reference to the I/S Department's cost distribution:

> *"This cost distribution is in line with other major municipalities and comparable organizations. The PC costs are the actual costs of leasing the equipment and services and are competitive." (page 1, 2nd last para)*

d) With respect to the I/S Department's unit costs charged to the departments:

> *"The unit costs for Analysis/Programming services are calculated in an appropriate manner and are competitive with the rates in similar organizations. Given that it is doing what it should be doing, the IS Department is charging fairly for its services." (page 1, 2nd last para)*

e) With reference to mainframe processing costs:

> *"The Compass Report (1994) focused exclusively on the Mainframe Processing component and found that these costs were comparable to or better than the costs in other similar organizations. LGS supports these conclusions but believes that costs can be reduced, nonetheless." (page 1. last para)*

f) With respect to outsourcing the central processing function:

> *"Outsourcing (computer operations) would not provide greater (financial) savings" page 25 para 1.*

g) With respect to the chargeback systems for the Region:

> *"The chargeback system in effect for the Region has resulted in lower costs." page 2 para 3, sentence 2)*

h) With respect to relationships with large system users:

> *"Generally speaking, I/S has developed close and successful working relationships with the "Heavy" users and has more distant relationships with the "Light" users" (page 12 para 1)*

The Consultant's Report expresses concerns on matters related to; the distribution of I/S resource usage across the departments, cost reduction partnerships with users, customer service, and the lack of state-of-the-art knowledge and skill levels of I/S staff.

a) The distribution of I/S resource usage; *"The usage of IS services is not spread evenly across the user base...these patterns lead to serious differences between "heavy" and "light" users" (page 2 para 1)*

I/S Comment:
The degree to which individual departments utilize technology in their operations varies considerably for a number of different reasons. Some applications (financials and human resources, are present in all departments (including "light") but usage is recorded in a single "heavy" department only.

b) Cost reductions: *"The IS department not acting in partnership with its users in cutting costs". (page 2 para 4)*

I/S Comment:
Cost reductions in user applications frequently involve business process changes that affect both the user and systems processes. Information Systems has eliminated (and not replaced) 3 supervisory, and 6 line positions since 1991, has met or exceeded all mandated budget reduction targets, and has promoted ways and means of reducing technology costs.

c) User perception of customer service: *"Users perceive IS management is not customer service oriented."(page 3 para 2)*

I/S Comment:
All I/S staff have had training in Total Quality Management and we continue to stress the importance of, improvement in customer service and satisfaction.

d) Knowledge and skill levels: *"Most IS staff do not bring state-of-the-art knowledge and skills to their users".(page 3 para 7)*

I/S Comment:
The knowledge and skill levels need to be continuously upgraded as technology changes. However, there is an ongoing requirement to retain and encourage the skills necessary to maintain (in house) legacy mainframe applications until these legacy applications are replaced. No new mainframe solutions are envisioned in the future and there are several packaged network solution projects currently in progress with the user departments.

Other areas of concern in the Report dealing with management, methodologies and roles and responsibilities clearly deserve further review and actions to resolve them.

Information Systems concurs with the Consultant's recommendation of an Action Plan to match the detailed findings in the Report. Information Systems has initiated such a plan to address these concerns and improve the operation and management of the department.

I/S management and supervision have been fully involved in ongoing discussions about the LGS Study at it progressed, including the final Report, and are looking forward to participating in the changes ahead.

With respect to the seven LGS Report Recommendations, they are presented in the following table with an accompanying I/S response.

Recommendations for the Committee's consideration are included in the "Recommendations" section above.

LGS Group Recommendation	Response
1. The senior business managers of each Corporation should take responsibility for providing overall guidance in the use of IT (Information Technology).	Agreed.
2. The IS Department should establish a Consulting Group within itself to provide more effective service.	Agreed. Recommend that the underlying objectives be accomplished by additional training and multi-skilling of the existing I/S analyst representatives that are assigned to each department in order to maintain a "single point of contact to the customer". The funding/priority implications to be referred to the Steering Committee of senior business managers.
3. The Corporations should develop Strategic Plans for IS.	Agreed. The business directions and priorities of the Corporate (departments) would be a pre-requisite. *(page 23 para 2)*
4. The Corporations should pursue "Lights Out Operations" to significantly reduce IS costs.'	Agreed. The following Consultant's notation is particularly relevant. *"Implementing this option will require an investment in software, changes in processes and procedures under which the applications are run on computers and changes in the roles and responsibilities of the users." (page 25 para 4)*
5. The Corporations can significantly reduce payroll processing costs.	Agreed. This would be pursued further by the owners of the payroll system. The following Consultant's notation is particularly relevant. *"The savings will require re-engineering processes and procedures, providing higher levels of automated support and obtaining economies of scale in the computer processing. Senior managers from the Corporations will have to be directly involved to ensure a proper outcome" (page 6 para 1)*

6.	The managers of the IT Department must establish themselves as customer oriented, team players, motivated to help the Corporations meet their business challenges.	Agreed. Improvements must be made and these matters will be specifically addressed in the I/S Action Plan.
7.	The quality of PC support services must be upgraded.	Agreed and this will be addressed in the I/S Action Plan.

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10.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 16

REPORT TO: Susan Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka, P.Eng.
Chief Administrative Officer

John Johnston
Commissioner of Human Resources

SUBJECT: Employee Assistance Program (C-024-096)

RECOMMENDATION:

a) That the Employee Assistance Agreement between the Corporation of the City of Hamilton and Family Services of Hamilton-Wentworth Incorporated be renewed effective 1996 August 13 to 1999 August 16, for a fee of Five Thousand, Six Hundred and Eighty Seven Dollars and Fifty Cents ($5687.50) per month, to be funded from Account No. 55429-24001.

b) That the Mayor and City Clerk be authorized and directed to execute the new Agreement on behalf of the City.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial

Funds for the period from 1996 August 13 to 1999 August 16 to be funded from Account No. 55429-24001.

As per section 3.02 of the Employee Assistance Agreement, in the event the utilization rate, assessed annually, is less than five percent of the eligible employee population of the City of Hamilton, then the total fees payable by the City for services provided during the proceeding year will be adjusted downward annually to a minimum utilization rate of three per cent.

Given the decline in the City's employee population, the cost of EAP for the 1996/1997 program year will be approximately $6500. less than the preceding year.

Staffing

There are no staffing implications.

Legal

A legal agreement will be made in consultation with, and satisfactory to, the City Law Department.

BACKGROUND:

City Council at its meeting held on 1995 June 27 adopted section 15 of the 17th Report for 1995 of the Finance and Administration Committee approving the selection of Family Services of Hamilton-Wentworth Incorporated to provide services for the Employee Assistance Program effective 1995 August 14 for a period of one year.

The delivery of an effective Employee Assistance Program makes a proactive contribution by providing short-term counselling to troubled employees. This type of intervention and treatment can lead to a healthier, more productive work environment.

In the past year, 4.2% of eligible City employees accessed the Employee Assistance Program. A Client Satisfaction Survey conducted by Family Services of Hamilton-Wentworth Incorporated revealed that employees were very pleased with the service and the outcome. The types of problems employees sought counselling for included: Relationship Difficulties, Stress, Bereavement, Abuse/Violence, Psychiatric, Work-Related Problems and Alcohol/Drug Abuse.

2.

CONSENT AGENDA

FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, 1996 October 22
1:30 o'clock p.m.
Room 233, City Hall

A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE

Minutes of the regular meeting held on Tuesday, 1996 October 1st

B. TREASURER

(i) Authorization to enter into Extension Agreements on specific properties for the payment of Realty Tax Arrears

(ii) 1997 Grant Applications, Policies and Process

C. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE

(i) 1997 Schedule of Meetings

(ii) Information Items

Tuesday, 1996 October 1
1:30 o'clock p.m.
Room 233, City Hall

A.

The Finance and Administration Committee met.

Present: Alderman B. Charters, Chairman
Alderman D. Ross, Vice-Chairman
Mayor R. M. Morrow
Alderman C. Collins
Alderman D. Wilson
Alderman D. Drury
Alderman T. Anderson
Alderman V. J. Agro
Alderman M. Kiss

Also present: Alderman F. Eisenberger
Alderman G. Copps
Alderman H. Merling
J. Pavelka, Chief Administrative Officer
A. Ross, Treasurer
P. Noé Johnson, City Solicitor
J. Schatz, City Clerk
D. Lobo, Commissioner of Public Works and Traffic
L. King, Building Commissioner
C. Firth-Egland, Public Works
Deputy Fire Chief Desjarlais
R. Menagh, Human Resources
Fire Chief Smith
T. Whitehead, Mayor's Office
M. Watson, Real Estate
C. Guthro, Public Works and Traffic
P. Barkwell, Law
Susan K. Reeder, Secretary

A G E N D A

A. DELEGATION - HAMILTON HARBOUR COMMISSIONERS - Referral from City Council - 1995 Annual Report - The Hamilton Harbour Commission

The Committee was in receipt of a memorandum from the City Clerk dated 1996 September 25, respecting the above noted matter.

Duncan Beattie, the City's appointee to the Hamilton Harbour Commission was in attendance to speak to the Committee about the 1995 Annual Report.

Questions ensued from the Committee respecting the expenditures and the surpluses owing to the City.

A document entitled "Port of Hamilton - Waterfront Industry Group - Comment and Position on Canada Marine Act" was distributed from Duncan Beattie.

Reference was given to an Information Report previously distributed to members of Council from the City Solicitor dated 1996 September 27th, entitled "Hamilton Harbour - Parliamentary Standing Committee - The Canada Marine Act (Bill C-44)".

The City Solicitor addressed the Committee with respect to this information and the City's position on the Hamilton Harbour. Considerable discussion then ensued.

The Committee was advised that the House of Commons Parliamentary Standing Committee on Transport will be sitting on Monday, 1996 October 7th at the Royal Connaught to receive presentations respecting The Canada Marine Act and the Hamilton Harbour.

The Committee then thanked Duncan Beattie for speaking to the Committee.

The Committee agreed to discuss Items 3 of the Agenda from the Mayor.

3. MAYOR ROBERT M. MORROW

(a) **The India-Canada Society of Hamilton and Region - Gandhi Peace Festival - Grant**

The Committee was in receipt of a report from the Mayor dated 1996 September 26, respecting the above noted matter. The Mayor advised that Dr. Rama Singh was in attendance.

The Committee agreed to approve an amount of $2,000. rather than the recommended $2,500. The Treasurer spoke to the Committee respecting the funding and advised that funding could be derived from an approved overdraft of the Convention/Reception Account.

The Committee approved the following amended resolution:

(a) That the City of Hamilton provide the funding in the amount of $2,000 for the Gandhi Peace Festival; and,

(b) That this expenditure be funded through an approved overdraft of the Convention/Reception Account CH5A050 20020.

(b) **Letter of Greeting and Grant - NHL Oldtimers Benefit Hockey Game Souvenir Program - Hamilton East Kiwanis Club - Camp Maple Leaf**

The Committee was in receipt of a report from the Mayor dated 1996 September 26, respecting the above noted matter.

The Committee approved the following:

(a) That the City of Hamilton place a one page greeting from the Mayor in the NHL Oldtimers Benefit Hockey Game - 1996 October 6 - Souvenir Program at a cost not to exceed $550; and,

(b) That funds for this expenditure be proved from Account No. CH56302-12001 (Advertising and Promotion).

(c) **Canadian Institute of International Affairs Conference - Hosting Reception**

The Committee was in receipt of a report from the Mayor dated 1996 September 26, respecting the above noted matter, and approved the following:

(a) That the City of Hamilton provide funding in the amount of $3,000 to host a reception for the participants of the Annual CIIA Foreign Policy Conference; and,

(b) That this expenditure be charged to the Special Civic Reception and Delegation Hosting Account CH54314-84010.

1. **IN CAMERA AGENDA**

The Committee moved to an In-Camera Session to discuss matters of a Private and Confidential nature.

The Committee then moved back into Regular Session and approved the following:

CITY SOLICITOR - City of Hamilton -ats- Cheryl Jeske - Ontario Court (General Division) Action # C14301/94

That the City of Hamilton agree to the dismissal of Ontario Court (General Division) Action #C14301/94 as against The Corporation of the City of Hamilton, without costs, together with the provision by the Plaintiff, Cheryl Jeske, of a Full and Final Release in a form satisfactory to the City Solicitor.

2. **CONSENT AGENDA**

The Committee was in receipt of its Consent Agenda, and approved the following:

A. **MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

The Committee was in receipt of the minutes of its regular meeting held on Tuesday, 1996 September 17th, and approved these minutes as circulated.

B. **COMMISSIONER OF HUMAN RESOURCES - Appointments to Permanent Positions**

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1996 September 20, respecting the above noted matter and approved the following:

That the listing of Appointments to Permanent positions with the Corporation of the City of Hamilton to 1996 September 20, attached herewith and marked Appendix "A", be approved.

C. **DIRECTOR OF PROPERTY/CHIEF ADMINISTRATIVE OFFICER - Award of Contract MacNab Recreation Centre Roof Replacement**

The Committee was in receipt of a duel report from the Director of Property and the Chief Administrative Officer dated 1996 September 20, respecting the above noted matter.

The Committee approved the following:

(a) That approval be given to issue a purchase order in the amount of $121,122, exclusive of G.S.T., and inclusive of a contingency ($10,000) to commission Trio Roofing of Toronto, for the replacement of the roof at MacNab Recreation Centre, being the lowest price of seven quotations received in accordance with the specifications (Ref: C14-18-96) issued by the Purchasing Division; and,

(b) That the Mayor and City Clerk be authorized to execute a contract in a from satisfactory to the City Solicitor; and,

(c) That the expenditure be financed from Capital Fund Account CF 319441015 ($54,900) and Major Maintenance Account CF 319541001 ($66,222).

D. COMMISSIONER OF PUBLIC WORKS & TRAFFIC

(i) Replacement of three (3) One Ton Cargo/Window Vans and Two (2) Three Quarter Ton Cargo Vans Units 1430, 1432, 1433, and 1431, 1715 Fleet Services

The Committee was in receipt of a report from the Commissioner of Public Works and Traffic dated 1996 September 20, respecting the above noted matter, and approved the following:

> That a purchase order be issued to Johnston Motors, Hamilton in the amount of $130,255.90, including all applicable taxes, for the replacement of units 1430, 1431, 1432, 1433 and 1715 for Fleet Services, being the lowest total acquisition cost of nine tenders received in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through the Reserve for Mobile Equipment Account No. CH5X501 00101.

(ii) Replacement of One (1) Crew Cab with Steel Dump Unit 9519, Fleet Services

The Committee was in receipt of a report from the Commissioner of Public Works and Traffic dated 1996 September 20, respecting the above noted matter.

The Committee approved the following:

> That a purchase order be issued to Eastgate Ford, Hamilton in the amount of $36,075.50, including all applicable taxes, for the replacement of unit 9519 for Fleet Services, being the lowest total acquisition cost of seven tenders received in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through the Reserve for Mobile Equipment Account No. CH5X503 00101.

(iii) Replacement of One (1) Cab and Chassis with Steel Dump and One (1) Cab and Chassis with Stake Dump Units 9049 and 9346, Fleet Services

The Committee was in receipt of a report from the Commissioner of Public Works and Traffic dated 1996 September 20, respecting the above noted matter, and approved the following:

> That a purchase order be issued to Slessor Pontiac Buick, Grimsby in the amount of $89,275.65, including all applicable taxes, for the replacement of units 9049 and 9346 for Fleet Services, being the lowest total acquisition cost of seven tenders received in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through the Reserve for Mobile Equipment Account No. CH5X503 00101.

E. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE - Information Items

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1996 September 26, respecting Information Items. The Committee approved the following:

> That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

(a) Information Report - Treasurer - Tax billing - Non-metered water - report dated 1996 September 25th

(b) Correspondence - Alderman Marvin Caplan - report on A.M.O. Conference, Toronto - letter dated 1996 September 4th

(c) Correspondence - Alderman Marvin Caplan - report on the International Great Lakes St. Lawrence Mayors' Conference - letter dated 1996 September 4th

(d) Correspondence - W. Murray McCulloch - Proposal to hire bailiffs to collect tax arrears - letter dated 1996 September 20th

4. REFERRALS FROM CITY COUNCIL

(a) Revisions to City of Hamilton realty and business tax collection procedures

The Committee was in receipt of a memorandum from the City Clerk dated 1996 September 25, respecting the above noted matter.

The Committee was also in receipt of the Treasurer's report dated 1996 September 12th entitled "Revisions to City of Hamilton realty and business tax collection procedures".

The Treasurer spoke to this matter, and recommended that sub-section (c) of the report respecting the approval of the use of Trust accounts by the bailiffs be deleted for now in order to allow his office an opportunity to look into this further and come back with a report.

The Committee agreed and approved the following amended recommendation:

(a) That the City engage the services of ABS Bailiff Service for the collection of outstanding business tax accounts effective 1996 October 1; and,

(b) That the City engage the services of P.D. Merrell Bailiff Inc. for the collection of business taxes on behalf of the City of Hamilton subject to the Courts providing judicial consent to this firm to practise as bailiffs in the Region of Hamilton Wentworth; and,

(c) That the City Solicitor be authorized and directed to prepare the necessary agreements for execution; and,

(d) That in addition to utilizing bailiffs for the collection of outstanding business taxes, the Treasurer be authorized to use bailiffs for the collection of outstanding realty taxes on commercial/industrial properties where other collection procedures may not be appropriate or adequate to effect payment of the account; and,

(e) That the Revised City of Hamilton Business and Realty Tax Collection Procedures be approved, attached herewith and marked Appendix "B".

(b) **Acquisition and Demolition of Property at 571 Kenilworth Avenue North**

The Committee was in receipt of a memorandum from the Acting City Clerk dated 1996 August 29, respecting the above noted matter.

The Committee was also in receipt of the following:

(a) An Information Report from the Director of Planning and Development and the Director of Property dated 1996 August 1st entitled "Acquisition Program for the Stapleton Residential Enclave".

(b) An Information report from the Chief Administrative Officer and the Director of Property dated 1996 September 6th, entitled "555 Kenilworth Avenue North - Property within Stapleton Enclave".

(c) Recommendation Report from the Chief Administrative Officer and the Director of Property dated 1996 July 15th entitled "Option to Purchase - 571 Kenilworth Avenue North from Andrew R. Kay (Single Family Residence in Stapleton Enclave) and Subsequent Demolitions".

Considerable discussion then ensued on this matter. At the suggestion of Alderman Wilson, the Committee agreed to table this matter to the next meeting of the Committee on October 22nd in order to allow the Ward Aldermen an opportunity to compile documentation to outline the distinction of this situation for the consideration of the Committee.

5. **CITY CLERK - Regulation of Second Level Lodging Homes by the Regional Municipality of Hamilton-Wentworth**

The Committee was in receipt of a report from the City Clerk dated 1996 September 19, respecting the above noted matter.

It was agreed that Alderman D. Wilson would be appointed as the member of the Finance and Administration Committee to sit on the Region's Task Force reviewing the regulation of Second Level Lodging Homes.

The Committee approved the following:

(a) That Alderman D. Wilson, the City Clerk and Chief Licence Inspector be appointed to the Region's Task Force reviewing the regulation of Second Level Lodging Homes; and,

(b) That, in keeping with the previous decision of the Finance and Administration Committee and City Council, evaluating the relative merits of collecting the $50 per bed user fee by the municipality not be included in the terms of reference for the Task Force.

ADDED - Referal from the Transport and Environment Committee - Realty Sales Procedural By-Law No. 95-049 - Declaration of Surplus property - unopened section of Angela Avenue, west of Scenic Drive

The Committee was in receipt of added correspondence from the Transport and Environment Committee respecting the above-noted matter.

In this regard, the Committee was asked to consider the following:

"(b) That the Finance and Administration Committee be requested to consider directing staff to negotiate the sale of the complete subject parcel to the abutting owners at a price less than fair market value"

Mike Watson of the Real Estate Division spoke to this matter, and indicated that it is the practice of the City to negotiate the sale of these types of lands with the abutting land owners first to arrive at a mutually agreeable sale. This price would not be known at this time.

Following some discussion on this matter, the Committee directed that the Real Estate Division should follow its normal practice in the sale of these lands.

7. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. CHARTERS, CHAIRMAN
FINANCE AND ADMINISTRATION COMMITTEE

Susan K. Reeder.

Susan K. Reeder
Secretary
1996 October 1

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	STATUS	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	EFFECTIVE DATE
Mr. H. Wroblewski	I	Property Clerk 6B	Property	Replacing Ms. K. Knox – promoted, July 15/96	$25,396.28 to $27,605.76	July 15/96

Prepared September 20, 1996

Status –

Internal – I
External – E

D-4

1996 October 8

Appendix "A" referred to in Section 2 of the SIXTEENTH Report of the Finance and Administration Committee for 1996.

1996 October 8

Appendix "B" referred to in Section 10 of the SIXTEENTH Report of the Finance and Administration Committee for 1996.

CITY OF HAMILTON
TREASURY DEPARTMENT

REALTY TAX COLLECTION PROCEDURES

1. Realty tax instalment bills are forwarded to the owner or agent of each taxable property in the first weeks of February, March, May and September. The taxpayer has the option in February and May of paying two instalments at once thereby taking advantage of a prepayment discount offered by the City. Alternatively the instalment due dates are the last working days of February, March, June and September.

2. Throughout the year any arrears carried forward from previous current year instalments or outstanding balances from previous years are shown on the tax bill as arrears and included in the total amount due.

3. Personalized letters from the Treasurer or Tax Collector are forwarded in July of each year to all property owners with outstanding accounts in excess of $20,000.

4. In December of each year reminder notices are sent out to the assessed address and the most recent change of address shown on the City's tax records, for all amounts outstanding greater than or equal to $25.

*5. All accounts that will become two years in arrears in January of the following year are sent notices in November of the current year advising of the potential for tax registration procedures on the property.

6. All accounts that will become three years in arrears in January of the following year are sent notices in November of the current year with respect to pending tax registration procedures. The owners are advised to pay that portion of the tax that would become three years in arrears in January.

7. Consideration/use of rent attornment in circumstances where taxes are outstanding and rent continues to be paid to the landlord. **Consider the use of bailiffs for the collection of outstanding realty taxes on accounts on commercial/industrial properties where other collection procedures may not be appropriate or adequate to effect payment of the account.**

8. In January all of those properties that have become three years in arrears and have made no arrangement with the Tax department to remit payment on the account are again notified of the situation. At this point they are advised that the City will proceed to register the property for tax arrears, should no payment be made or arrangement agreed upon.

9. A final notice in the form of a personalized letter from the Treasurer or Tax Collector will be forwarded to the assessed owner prior to the registration of the tax arrears certificate.

10. Once the tax arrears certificate is registered on the property the owner(s) has one full year from date of registration to make payment on the taxes in full. During that year all interested parties as registered on the title of the property, the Sheriff's office and tenants according to the assessment roll are notified of the existing tax arrears certificate on the property.

11. After the one year redemption period expires the file is forwarded to our Law Department to ensure compliance with respect to notification as specified by the act. Once the Law Department verifies that the requirements of the Act have been carried out they advise the Tax section to proceed with the sale of the property.

12. The property is sold and upon completion of the sale the tax arrears are paid from the proceeds and the balance is forwarded to the court. Any balance remaining after the court satisfies any other lien holders on the property can be recovered by the original owner after their application to the court.

*Recommended revisions to collection procedures not implemented to date

1996 October 8

CITY OF HAMILTON
TREASURY DEPARTMENT

BUSINESS TAX COLLECTION PROCEDURES

1. During the first weeks of February and May of each year, business tax bills for the pre-levy and levy instalments are forwarded to each business tax account as they appear on the most recently returned assessment roll. These bills are due on the last working day of the month in which they are levied.

2. Staff will attempt to make personal contact by telephone with the business taxpayers having outstanding accounts in excess of $5,000. in an effort to collect these accounts or make satisfactory arrangements.

3. Fifteen days after the pre-levy due date, a "final notice" is forwarded to all business tax accounts where the current year taxes remain outstanding. Accounts with prior years' arrears which have been previously assigned to a bailiff or collection agency will not receive a " final" notice. For these accounts, the collection agency will receive an updated accounting of the balances owing and revised warrants will be issued to the bailiffs.

4. **Fifteen days after the " final notice" is issued for the February pre-levy, warants are issued to the bailiffs for all accounts that are in arrears in excess of $ 1,000. The bailiffs will notify the City of any accounts which are out of business in order that staff can take the appropriate action including forwarding the account to the collection agency if further collection action is required.**

5. All other accounts that are not paid, confirmed out of business, or have not entered into an acceptable payment arrangement are forwarded to the collection agency on the "special program" in the first week of the month following the sending of the "final notice". During the next thirty day period each account on the program receives a notice from the collection agency and are contacted by phone.

6. The outstanding balances from the pre-levy billing are included in the May levy billing, and appear as arrears on those bills with a message indicating that arrears are to be paid to the bailiff or the collection agency.

7. **A "final notice" will be issued fifteen days after the levy due date for those accounts with no previous arrears. A final notice will not be issued to those accounts with outstanding arrears. For those accounts, the collection agency will receive an updated accounting of the balances owing and revised warrants will be issued to the bailiffs.**

   Fifteen days after the "final notice" is issued for the May levy, warrants will be produced and issued to the bailiffs for all accounts that are in excess of $ 1,000. The bailiffs will notify the City of out of business accounts in order that staff can take the appropriate action including collection action if appropriate.
   The balance of the outstanding accounts which are less than $ 1,000 will be forwarded to the collection agency on the "special program".

8. Following the July "special program", a reconciliation of accounts collected and outstanding is computed and the outstanding accounts are redirected to the collection agency for regular collection. At this juncture the collection agency works the accounts until:

   a) They are collected.

   b) It is confirmed that the business has ceased operation at this address, thereby requiring a tax appeal.

   c) The agency recommends legal action and requested permission to proceed with same.

   d) Alternate payment arrangements (e.g. post-dated cheque) are agreed.

   e) The agency recommends the account be written off as uncollectible.

9. As accounts are processed through the tax or assessment appeal systems, credits are applied to the accounts in accordance with the direction of the respective authoritative bodies.

10. **Utilize the services of bailiffs to make seizures, if necessary, where the collection agency is unable to enforce collection and the business continues to operate.**

11. As they are approved by City Council credits are applied to the accounts for recommended write offs.

1996 September 6
/TWD

B. (i)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 3

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Authorization to enter into Extension Agreements on specific properties for the payment of realty tax arrears

RECOMMENDATION:

(a) That the City be authorized to enter into Extension Agreements, if required, in a form satisfactory to the City Solicitor and the City Treasurer pursuant to Section 8 of the Municipal Tax Sales Act, with the owners of the following properties to extend the time open for payment of realty tax arrears in accordance with the policy for extension agreements approved by City Council on June 28, 1994:

53 Glamis Crt.

(b) That the attached by-law to authorize the said Extension Agreements be enacted by Council.

(c) That the Mayor and City Clerk be authorized to execute the aforesaid by-law and extension agreements.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The execution of the by-law and agreements, where required, will defer the City's right to sell the lands for tax arrears for a maximum period of 24 months; however, the City will be in receipt of regular monthly payments towards current and prior years arrears over the term of the agreements.

BACKGROUND:

Section 8 of the Municipal Tax Sales Act provides that the municipality, by a by-law passed after the registration of the tax arrears certificate and before the expiry of the one-year period for redemption, may authorize an extension agreement with the owner of the land extending the period in which the cancellation price is to be paid. On June 28, 1994, in accordance with this legislation, Council approved a policy authorizing the City to enter into extension agreements with taxpayers providing certain conditions were met.

The owner of a property which has been registered for tax arrears may request the City to consider an extension agreement at any time up to and including the final day on which the redemption period expires. Administratively, there may not be sufficient time to obtain the necessary Council approval of the by-law prior to this deadline. Accordingly, staff are requesting advance authorization for the City to enter into extension agreements, if necessary, with the owners of the above specific properties providing they meet the conditions outlined in the policy adopted by Council on June 28, 1994.

In certain instances when all of the conditions in the extension agreement policy are not met the Treasurer should be allowed the latitude to recommend an extension agreement be entered into if it is deemed to be in the best financial interest of the municipality. Under these circumstances a separate report would be provided to the Committee for deliberation and approval.

During the initial months of this repayment option it has been ascertained that operational time constraints, e.g. writing of reports, council approvals, make it necessary to have the authorization to enter into these extension agreements pre-approved. Accordingly, in the month that the legislated final notices for the tax registration process are mailed out (280 days from the registration date), a listing of all those properties for which the owners may wish to enter into an extension agreement will be forwarded to Committee and Council for approval. Owners who show an interest in entering into an extension agreement with the City prior to the mailing of the final notices, will be added to the monthly reports as required.

/WDD

THE CORPORATION OF THE CITY OF HAMILTON

BY-LAW NO.96-

TO AUTHORIZE AN EXTENSION AGREEMENT

FOR PAYMENT OF REALTY TAX ARREARS

WHEREAS the Municipal Tax Sales Act, R.S.O. 1990, c.M.60, (hereinafter referred to as the "Act"), states that the Council of a municipality may, by by-law, authorize an Extension Agreement with the owner of land in arrears of realty taxes in excess of three (3) years after the registration of a Tax Arrears Certificate and before the expiry of the one year redemption period;

AND WHEREAS the Municipal Tax Sales Act (section 8) states that the said Extension Agreement may extend the period of time, upon the terms specified therein, within which the Cancellation Price is to be paid;

AND WHEREAS, pursuant to the Municipal Tax Sales Act, the Treasurer did register a Tax Arrears Certificate indicating arrears of realty taxes in excess of three (3) years on the lands described in Schedule "A" annexed hereto,

AND WHEREAS, the said land is recorded by The Corporation of the City of Hamilton under the specific Tax Roll Serial Nos. indicated in Schedule "A" annexed hereto.

AND WHEREAS, The Owners of the lands described in Schedule "A" have requested that the City exercise its discretion to pass a bylaw to authorize an Extension Agreement to extend the period of time in which the Cancellation Price may be paid.

AND WHEREAS the one year period within which this by-law may be enacted will therefore expire on the days described as the redemption date of Schedule "A" attached hereto.

NOW THEREFORE the Council of the Corporation of the City of Hamilton enacts as follows:

1. (a) The time open for acceptance and the permitted payments of the Cancellation Price beyond the expiry of the said one year redemption period as set out in Schedule "A" are hereby authorized to be extended pursuant to an Extension Agreement.

   (b) The owner of the land described in Schedule "A" may, on or before the redemption date, enter into the Extension Agreement with The Corporation of the City of Hamilton, and the Mayor and City Clerk are hereby authorized to execute the Extension Agreement on behalf of the City.

2. As provided in the Municipal Tax Sales Act, notwithstanding any other provision of this Extension Agreement, it is understood and agreed that while the Extension Agreement remains a subsisting agreement in good standing:

(a) that the Extension Agreement does not reduce the amount of the Cancellation Price.

(b) that the Extension Agreement does not prohibit any person from paying the Cancellation Price at any time.

(c) that any person may pay the Cancellation Price at any time.

(d) that the Extension Agreement terminates upon payment of the Cancellation Price by any person.

(e) that the Extension Agreement shall cease to be considered a subsisting Extension Agreement for purposes of section 9(2) of the Act, when and under what conditions set out in the Extension Agreement.

3. As also provided in the Municipal Tax Sales Act,

(a) while such Extension Agreement is in good standing, the period of such time shall not be counted in calculating the time within which the Cancellation Price may be paid.

(b) upon default by owner in complying with the Extension Agreement or any term thereof, the Extension Agreement shall cease and, (unless there remains time within which the Cancellation Price may be paid and is paid), the land shall be offered for sale by the Treasurer.

PASSED this day of 1996, A.D.,

CITY CLERK **MAYOR**

SCHEDULE "A"
EXTENSION AGREEMENTS

A)	PROPERTY ADDRESS	53 GLAMIS CRT.
	SERIAL NUMBER	08 10330 2938
	BRIEF LEGAL DESCRIPTION	PLAN M126 LOT 4
	DATE OF REGISTRATION	SEPTEMBER 9, 1996
	INST # OF TAX ARREARS CERTIFICATE	LT419329
	REDEMPTION DATE	SEPTEMBER 9, 1997
	TOTAL ARREARS	$8,999.56

B. (ii)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 17

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: D. Kevin Beattie
Grants Co-ordinator

SUBJECT: 1997 Grant Applications and Policies

RECOMMENDATION:

The Grants Process Group respectfully recommends the following:

a) That the 1997 General and Convention/Reception Grant Applications and Policies be made available to potential applicants with an extended deadline of 1997 January 6 (due to the Christmas Closure of City Hall December 25-January 1 inclusive) for the General Grant Applications;

b) That the process for reviewing and approving all 1997 general grant applications be consistent with that used in 1996, with Committee of the Whole considering the General Grants within a month after the 1997 Current Budget is approved.

D Kevin Beattie

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The 1996 total grants budget is $384,430.

There are no financial implications with respect to making the 1997 grant applications available, beyond postage and in-house copying which can be accommodated within the appropriate accounts. The existing policy has provision for a funding formula which allows for changes in the grants funding to the extent of the assessment change, (in 1996 this translated into a $1,180 increase and later adjusted for Current Budget reduction target). The base budget for 1997 will be adjusted accordingly.

BACKGROUND:

Annually the grant applications for the following year are made available at this time to facilitate a consistent deadline for the submission of the general grant applications (normally December 31). Due to City Hall being closed for Christmas, the recommendation is to extend the deadline for a week to January 6 1997.

On a request basis, general grant application forms are mailed out along with the policy. A workshop is planned to be held in December to assist with the completion of the application and to respond to any questions. This format is consistent with the availability of the 1996 grants.

Historically the grants process has been reviewed annually. The proposed process for the General Grants is consistent with last year and would allow for written submissions by the applicant to highlight their request and a Committee of the Whole consideration of all the requests.The timetable for the Committee of the Whole consideration is proposed to be within a month of the approval of the 1997 Current Budget, which would finalize the amount available for all of the grants.

The Convention/Reception Grants would be processed again this year from an administrative perspective, overseen by the Grants Process Group. On appeal, these grants would be forwarded to the Finance and Administration Committee, if the applicant is requesting an amount in excess of the policy funding formula of $4 per participant to a maximum of $1,500. In 1996, there were three appeals to the Committee, the last appeal being due to the funding of this program being depleted.

C. (i)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 15

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Susan K. Reeder, Secretary
Finance and Administration Committee

SUBJECT: 1997 Schedule of Meetings - Finance and Administration Committee

RECOMMENDATION:

That the Schedule of Meetings for 1997 for the Finance and Administration Committee, attached herewith, be approved.

Susan K. Reeder.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The Schedule of Meetings for 1997 for the Finance and Administration Committee, as herewith attached, outlines the time lines for the submission of reports, the Agenda Review Meetings, the Committee meetings, and the subsequent City Council meetings.

Approval of this document will allow for time scheduling now for 1997.

FINANCE AND ADMINISTRATION COMMITTEE

SCHEDULE OF MEETINGS FOR 1997

Report titles to be listed in the "S" Directory by 5:00 o'clock p.m.	Reports to be submitted to Committee Secretary by 12:00 o'clock noon.	Agenda Review Meetings @ 2:30 o'clock p.m. in Room 264, with the exception of those indicated with an "*" - in Room 219.	Committee Meetings @ 1:30 o'clock p.m. in Room 233.	City Council Meetings @ 7:30 o'clock p.m.
January 10	January 13	*January 14	January 21	January 28
January 24	January 27	January 28	February 4	February 11
February 7	February 10	February 11	February 18	February 25
February 21	February 24	February 25	March 4	March 11
March 7	March 10	March 11	March 18	March 25
March 21	March 24	March 25	April 1	April 8
April 11	April 14	April 15	April 22	April 29
April 25	April 28	April 29	May 6	May 13
May 9	May 12	May 13	May 20	May 27
June 6	June 9	June 10	June 17	June 24
June 20	June 23	June 24	***July 3	July 8
August 8	August 11	August 12	August 19	August 26
September 12	September 15	September 16	September 23	September 30
September 26	September 29	September 30	October 7	October 14
October 10	October 14 **By 10:00 a.m.	October 14	October 21	October 28
October 24	October 27	October 28	November 4	November 11
November 7	November 10	November 11	November 18	November 25
November 21	November 24	November 25	December 2	December 9

** Due to the Thanksgiving Holiday on Monday October 13, please have your reports submitted no later than 10:00 a.m. on Tuesday, October 14.

***Due to the Canada Day Holiday on Tuesday, July 1st, the Finance and Administration Committee meeting will be held on Thursday, July 3rd

C. (ii)

CITY OF HAMILTON

-RECOMMENDATION-

DATE: 1996 October 16th

REPORT TO: Alderman B. Charters, Chairman & Members,
Finance and Administration Committee

FROM: Susan K. Reeder, Secretary,
Finance and Administration Committee

SUBJECT: **Information Items**

RECOMMENDATION:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

(a) Information Report - City Solicitor - Hamilton Harbour - Parliamentary Standing Committee The Canada Marine Act (Bill C-44) - report dated 1996 September 27th

(b) Correspondence - Edward R. Fisher, Fisher's Pier 4 Pub'n'Grub - Abolishment of the business tax - letter dated 1996 September 26th

(c) Correspondence - Graeme McTaggart, Executive Director, Downtown B.I.A. - Reaffirming its support for the establishment of a free parking program in the downtown core - letter dated 1996 October 9th

(d) Correspondence - The Honourable Jim Wilson, Minister of Health - response to City's resolution about the proposed merger of the Hamilton Civic Hospitals Boards - letter stamped 1996 October 3rd

(e) Correspondence - F.C.M. - Request for resolutions for considertion at FCM's National Board of Directors Meeting in December 1996 - letter dated 1996 September 20th

Susan K. Reeder.

BACKGROUND:

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure followed for these matters is recorded.

URBAN\MUNICIPAL
CA4 ON HBL A05
C51F31
1996

Urban/Municipal Librarian
Hamilton Public Library
2nd Floor

NOTICE OF MEETING

URBAN MUNICIPAL

NOV 4 1996

GOVERNMENT DOCUMENTS

FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, 1996 November 5
1:30 o'clock p.m.
Room 233, City Hall

Susan K. Reeder.
Susan K. Reeder, Secretary
Finance and Administration Committee

AGENDA

PRESENTATION

A. **STEERING COMMITTEE FOR THE OPERATIONAL REVIEW OF THE INFORMATION SYSTEMS DEPARTMENT**

Operational Review of the Information Systems Department - Recommendations arising from the Reports of LGS Group Inc. and Compass Analysis Ltd.

(Note: Please bring your copy of the Study which was included in your October 22nd Agenda)

1. **IN CAMERA AGENDA**

2. **CONSENT AGENDA**

3. **TREASURER AND CITY SOLICITOR**

Requested report back - Art Gallery of Hamilton - Property Tax Exemption - Section 210, the Municipal Act (copy to follow)

4. **FIRE CHIEF**

Update - new Fire Legislation Act.

5. **CITY CLERK**

(a) Hamilton Chamber of Commerce - request to use the City Coat of Arms for saleable merchandise

(b) Use of the name "Hamilton" - "Research St. Joseph's - Hamilton"

(c) Hamilton Gallery of Distinction - Purchase by the City of a table of 10 for the 1996 Awards Dinner - 1996 November 13th

6. **TREASURER**

Property Tax Project

7. **CITY SOLICITOR**

Extension of Appointment of Insurance Brokers of Record

8. **CHIEF ADMINISTRATIVE OFFICER AND DIRECTOR OF PROPERTY**

Realty Sales Procedural By-law 95-049 - Declaration of Surplus Property

9. **MAYOR ROBERT M. MORROW**

Funding request - Big City Mayors' Conference - 1996 November 22 - 23

10. **REFERRAL FROM CITY COUNCIL**

Regional funding allocation - Chedoke-McMaster Hospitals

11. **1997 - 2006 PROVISIONAL CAPITAL BUDGETS**

    (a) H.E.C.F.I.

    (b) City Clerk's Department

    (c) Chief Administrative Officer and Director of Property

    (d) Fire Department

12. **OTHER BUSINESS**

13. **ADJOURNMENT**

-

A.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 18

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Steering Committee for the Operational Review of the Information Systems Department

SUBJECT: Operational Review of the Information Systems Department - Recommendations arising from the Reports of LGS Group Inc. and Compass Analysis Ltd.

RECOMMENDATION:

a) That the LGS Report recommendation #1 concerning the formation of Information Technology (IT) Steering Committees made up of senior managers of each respective Corporation be forwarded to the respective CAOs for implementation.

Note: The formation of IT senior management Steering Committees has been previously discussed with the CAOs and both Management Teams and they support this recommendation.

i) That the LGS Report recommendation #2 concerning the establishment of a Consulting Group within Information Systems be forwarded to the respective IT Steering Committees for consideration.

ii) That the LGS Report recommendation #3 concerning the development of a Corporate IS Strategic plan be forwarded to the IT Steering Committees for consideration.

iii) That the Director of Information Systems forward a plan to improve the quality and quantity of PC support services to the IT Steering Committees. (LGS Report recommendation #7)

b) That the Director of Information Systems report back to the Administration Services and the Finance & Adminstration Committees concerning the feasibility of implementing "Lights Out Operation" of the data centre including the impacts on individual user departments. (LGS Report recommendation #4)

c) That the LGS Report recommendation #5 concerning the potential of reducing Payroll costs be referred to the Finance, Treasury and Human Resources departments for review and a report back on the feasibility of outsourcing payroll processing.

d) That the Director of Information Systems implement an action plan that will improve customer service, match the detailed findings in the LGS Report and include quarterly progress reports to the CAOs. (LGS Report recommendation #6)

e) That any recommendations arising from the LGS report that include additional expenditures and/or staffing be referred to the budget approval processes for consideration.

f) That the recommendations of the Steering Committee be forwarded to the respective Region Administration Services Committee and City Finance and Administration Committee.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The LGS Report includes recommendations, the implementation of which, would have budget and staffing implications. Financial or staffing implications will be referred to the respective corporate budget process.

BACKGROUND:

LGS Group Inc. was engaged to perform an Operational Review of the Information Systems Department on 1996 January 30th. The LGS Group Report also incorporates the findings of the related "benchmarking" study on the Operations Division of Information Systems Department that was performed by Compass Analysis Limited.

The Steering Committee for the Operational Review of the Information Systems Department was comprised of the following members:

Councillor Frank D'Amico (Chair)
Alderman Don Ross
Alderman Bob Charters
Councillor Ann Sloat
Councillor Glen Etherington
Joe Pavelka
Michael Fenn

LGS Group Inc. completed their review and submitted a final report to the Operations Review Steering Committee on 1996 September 25th. The Steering Committee at their meeting on 1996 October 2, received staff comments from the Director of Information Systems on the LGS Report. These comments are included below.

Based on the LGS Report and the staff comments received, the Steering Committee is submitting its recommendations for consideration by the Finance and Administration Committee.

Staff Comments on LGS Report

The Consultant's Report includes positive comments on matters relating to; hardware, software and networking strategies, PC acquisition and maintenance, technology cost distributions, unit costs and benchmarking comparisons and chargeback systems.

a) In terms of hardware, software, and communications strategies:

> *"The current hardware and communications strategies being pursued are inherently suitable for the needs of the Region and the City". (page 3 last para.)*
>
> *"- the network is being migrated to a state of the art facility and extended to reach all parts of the Municipal Corporations;*
> - *a mixture of mainframe, server and PC technologies are being used;*
> - *there is much enthusiasm for reducing the use of mainframe computers to achieve better functionality to support the business units and introduce more flexible cost structures. However, moving to new platforms will involve replacing much of the application software and this will be very expensive" (page 18 para 1)*

b) In terms of the PC acquisition and maintenance:

> *"The current approach to buying PC's involves buying "name brand" units on a 3 year lease program with full hardware maintenance coverage for the entire term. Many users expressed concern over the costs and value received. LGS believes that the current policies are appropriate to the circumstances and there is no cause for concern." (page 2, para 7)*

c) With reference to the I/S Department's cost distribution:

> *"This cost distribution is in line with other major municipalities and comparable organizations. The PC costs are the actual costs of leasing the equipment and services and are competitive." (page 1, 2nd last para)*

d) With respect to the I/S Department's unit costs charged to the departments:

> *"The unit costs for Analysis/Programming services are calculated in an appropriate manner and are competitive with the rates in similar organizations. Given that it is doing what it should be doing, the IS Department is charging fairly for its services." (page 1, 2nd last para)*

e) With reference to mainframe processing costs:

> *"The Compass Report (1994) focused exclusively on the Mainframe Processing component and found that these costs were comparable to or better than the costs in other similar organizations. LGS supports these conclusions but believes that costs can be reduced, nonetheless." (page 1. last para)*

f) With respect to outsourcing the central processing function:

> *"Outsourcing (computer operations) would not provide greater (financial) savings" page 25 para 1.*

g) With respect to the chargeback systems for the Region:

> *"The chargeback system in effect for the Region has resulted in lower costs." page 2 para 3, sentence 2)*

h) With respect to relationships with large system users:

> *"Generally speaking, I/S has developed close and successful working relationships with the "Heavy" users and has more distant relationships with the "Light" users" (page 12 para 1)*

The Consultant's Report expresses concerns on matters related to; the distribution of I/S resource usage across the departments, cost reduction partnerships with users, customer service, and the lack of state-of-the-art knowledge and skill levels of I/S staff.

a) The distribution of I/S resource usage; *"The usage of IS services is not spread evenly across the user base...these patterns lead to serious differences between "heavy" and "light" users" (page 2 para 1)*

I/S Comment:
The degree to which individual departments utilize technology in their operations varies considerably for a number of different reasons. Some applications (financials and human resources, are present in all departments (including "light") but usage is recorded in a single "heavy" department only.

b) Cost reductions: *"The IS department not acting in partnership with its users in cutting costs". (page 2 para 4)*

I/S Comment:
Cost reductions in user applications frequently involve business process changes that affect both the user and systems processes. Information Systems has eliminated (and not replaced) 3 supervisory, and 6 line positions since 1991, has met or exceeded all mandated budget reduction targets, and has promoted ways and means of reducing technology costs.

c) User perception of customer service: *"Users perceive IS management is not customer service oriented."(page 3 para 2)*

I/S Comment:
All I/S staff have had training in Total Quality Management and we continue to stress the importance of, improvement in customer service and satisfaction.

d) Knowledge and skill levels: *"Most IS staff do not bring state-of-the-art knowledge and skills to their users".(page 3 para 7)*

I/S Comment:
The knowledge and skill levels need to be continuously upgraded as technology changes. However, there is an ongoing requirement to retain and encourage the skills necessary to maintain (in house) legacy mainframe applications until these legacy applications are replaced. No new mainframe solutions are envisioned in the future and there are several packaged network solution projects currently in progress with the user departments.

Other areas of concern in the Report dealing with management, methodologies and roles and responsibilities clearly deserve further review and actions to resolve them.

Information Systems concurs with the Consultant's recommendation of an Action Plan to match the detailed findings in the Report. Information Systems has initiated such a plan to address these concerns and improve the operation and management of the department.

I/S management and supervision have been fully involved in ongoing discussions about the LGS Study at it progressed, including the final Report, and are looking forward to participating in the changes ahead.

With respect to the seven LGS Report Recommendations, they are presented in the following table with an accompanying I/S response.

Recommendations for the Committee's consideration are included in the "Recommendations" section above.

LGS Group Recommendation	Response
1. The senior business managers of each Corporation should take responsibility for providing overall guidance in the use of IT (Information Technology).	Agreed.
2. The IS Department should establish a Consulting Group within itself to provide more effective service.	Agreed. Recommend that the underlying objectives be accomplished by additional training and multi-skilling of the existing I/S analyst representatives that are assigned to each department in order to maintain a "single point of contact to the customer". The funding/priority implications to be referred to the Steering Committee of senior business managers.
3. The Corporations should develop Strategic Plans for IS.	Agreed. The business directions and priorities of the Corporate (departments) would be a pre-requisite. *(page 23 para 2)*
4. The Corporations should pursue "Lights Out Operations" to significantly reduce IS costs.'	Agreed. The following Consultant's notation is particularly relevant. *"Implementing this option will require an investment in software, changes in processes and procedures under which the applications are run on computers and changes in the roles and responsibilities of the users." (page 25 para 4)*
5. The Corporations can significantly reduce payroll processing costs.	Agreed. This would be pursued further by the owners of the payroll system. The following Consultant's notation is particularly relevant. *"The savings will require re-engineering processes and procedures, providing higher levels of automated support and obtaining economies of scale in the computer processing. Senior managers from the Corporations will have to be directly involved to ensure a proper outcome" (page 6 para 1)*

6.	The managers of the IT Department must establish themselves as customer oriented, team players, motivated to help the Corporations meet their business challenges.	Agreed. Improvements must be made and these matters will be specifically addressed in the I/S Action Plan.
7.	The quality of PC support services must be upgraded.	Agreed and this will be addressed in the I/S Action Plan.

O:\com_1996\Steer..

Ontario

4.

Ministry of the Solicitor General and Correctional Services

Office of the Fire Marshal

Ministère du Solliciteur général et des Services correctionnels

Bureau du commissaire des incendies

Place Nouveau Build
7th Floor
5775 Yonge ST
North York ON M2M

Telephone: (416) 325-3101
Facsimile: (416) 325-3119

Téléphone : (416)

RECEIVED
OCT 21 1996
LAW DEPARTMENT

October 17, 1996

To All Fire Co-ordinators
in the Province of Ontario

The Fire Protection and Prevention Act, 1996, has received first reading in the Legislature. The Act is not law until it goes through the complete legislative process, which includes second and third reading and proclamation by the Lieutenant-Governor-in-Council. A time frame has not been established for this process.

I am enclosing a copy of the Fire Protection and Prevention Act, 1996, for your information.

Yours truly,

B.A. Moyle
Fire Marshal of Ontario

BAM/jc
encl.

RECEIVED
OCT 18 1996
FIRE DEPARTMENT

Fire Protection and Prevention Act, 1996

EXPLANATORY NOTE

The Bill repeals the following Acts relating to fire services and consolidates them into one statute:

1. The *Accidental Fires Act.*
2. The *Egress from Public Buildings Act.*
3. The *Fire Accidents Act.*
4. The *Fire Departments Act.*
5. The *Firefighters Exemption Act.*
6. The *Firefighters Protection Act, 1993.*
7. The *Fire Marshals Act.*
8. The *Hotel Fire Safety Act.*
9. The *Lightning Rods Act.*

The Bill introduces the following changes to the provisions that were contained in the repealed Acts:

1. Part II of the Bill delineates the responsibilities for the provision of fire protection services in the Province. Municipalities are responsible for the provision of fire protection services within the municipality. They are required, at a minimum, to establish a program which must include public education with respect to fire safety and certain components of fire prevention. They may offer such other fire protection services as they determine are necessary. The Fire Marshal has the power to monitor and review the services provided by municipalities and to make recommendations respecting those services. The Fire Marshal may provide fire protection services in territory without municipal organization.

2. Part IX sets out certain statutory working conditions and the labour relations framework for firefighters. The following is a summary of the changes in this area:

i. Subsection 43 (10) provides for the recall of the necessary number of off-duty firefighters in order to provide an adequate response during emergencies.

ii. Section 44 provides that a firefighter who receives a notice of termination of employment be entitled to an independent review of the termination.

iii. Subsection 44 (8) provides for a probationary period of 12 months when a firefighter is first employed in a fire department, during which period the firefighter may be terminated without notice.

iv. Sections 46 to 49 set out the process for certifying trade unions as bargaining agents for units of firefighters.

v. Section 53 requires that disputes relating to the bargaining of a collective agreement be referred to a conciliation officer before being sent to arbitration.

vi. Section 58 recognizes that the number of persons performing managerial functions in a fire department should be based on the size of the department. Fire departments may require that a specified number of firefighters perform managerial and other functions that would exclude the firefighter from the bargaining unit. The issue of whether the specified number of persons are performing managerial or excluded functions is not subject to adjudication.

vii. Sections 61 to 66 provide for the termination of a bargaining agent's bargaining rights.

3. Part XI establishes the Fire Marshal's Public Fire Safety Council. The objects of the Council include advising the Fire Marshal on matters of fire safety, promoting fire safety in the province and producing and distributing materials for public education with respect to fire safety. The Council has the power to enter into partnerships and agreements with persons and organizations in the private sector to further its objects. Five years after the Part comes into force, the Minister shall submit a report to the Lieutenant Governor in Council regarding the continuation or dissolution of the Council.

Municipal ALERT

DISTRIBUTED FOR INFORMATION
TO MEMBERS OF CITY COUNCIL
CITY CLERK OCT 17 1996
cc: CORP. MANG. TEAM.
FIRE CHIEF.
RECEIVED
OCT 21 1996
LAW DEPARTMENT

Patrice Noé Johnson
City Solicitor

For Immediate Attention

Long-Awaited Fire Legislation Introduced

The Issue: Solicitor General, Robert Runciman, today introduced a new bill titled the *Fire Protection and Prevention Act, 1996.*

The Facts:

The *Fire Departments Act* had remained virtually unchanged since 1927 and no amendments had been made to the statute since 1948. Following years of review, during which AMO has repeatedly called for extensive legislation reforms, the Province today introduced legislation repealing nine Acts relating to fire services and consolidating them into one statute. Several of AMO's concerns have been addressed by the Bill.

- The proposed legislation will ensure that each fire department has an effective team of managers, similar to all other organizations. The number of persons performing managerial functions in a fire department, and therefore excluded from the bargaining unit, will be based on the size of the department. The question of whether the specified number of persons are performing managerial or excluded functions is not subject to adjudication.
- When collective bargaining fails, any outstanding disputes will be referred to a **conciliator**, before being referred to binding arbitration.
- Firefighters will have a right to an independent review by any person not employed by the fire department, if they are dismissed for cause. This replaces the current firefighters' right to require members of council to hold a hearing if they are dismissed.

Other highlights of the proposed legislation include:

- Fire prevention and public education will be made mandatory for municipalities. Most municipalities already meet the necessary requirements. A Public Fire Safety Council which will be established through this legislation will provide support to municipalities as will the Office of the Fire Marshal.

Second reading of the Bill is expected to take place very soon with Legislative Standing Committee hearings to follow. AMO will review the legislation in detail - in particular, the implications of the mandatory requirements and the labour relations elements of the Bill. A brief will be prepared and submitted to the appropriate Standing Committee once further details are available. The Association will continue to keep the membership advised of developments on this issue.

For further information contact: Frances Pace, Policy Advisor at (416)929-7573 ext. 311 or by e-mail at fpace@amo.municom.com.

For problems with fax transmission contact: Maria Pontes at (416)929-7573 ext. 326 or by e-mail at mpontes@amo.municom.com.

Municipal ALERT

DISTRIBUTED FOR INFORMATION
TO MEMBERS OF CITY COUNCIL
CITY CLERK OCT 17 1996
cc: CORP. MANG. TEAM.
FIRE CHIEF.
RECEIVED
Patrice Noé Johnson
City Solicitor OCT 21 1996
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CITY OF HAMILTON

- RECOMMENDATION -

5. (a.)

DATE: 1996 October 31

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Hamilton Chamber of Commerce - Request to use the City Coat of Arms for saleable merchandise

RECOMMENDATION:

That approval be given to The Hamilton and District Chamber of Commerce to use the City of Hamilton Coat of Arms on saleable merchandise for the purpose of promoting the City.

S. K. Reeder for
J. J. Schatz

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The Hamilton and District Chamber of Commerce have requested permission to use the City's Coat of Arms in producing saleable merchandise such as coasters, key chains, clocks, watches, letter openers, etc.

In the past the Chamber has produced these types of items with the Chamber's logo identification, and they have found that they sell very well.

The Chamber wishes to produce items with the City's Coat of Arms, and make them available for sale at various retail outlets as a way of promoting the City.

SKR

cc P. Noe Johnson, City Solicitor

5. (b.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 31

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. J. Schatz
City Clerk

SUBJECT: Use of the name "Hamilton" - "Research St. Joseph's - Hamilton"

RECOMMENDATION:

That City Council consent to the use of the name "Hamilton" in the proposed incorporation of "Research St. Joseph's - Hamilton".

D. T. MacDonald for
D. J. Schatz

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

A request has been received from Kirk R. McPherson, Solicitor with Sullivan, Festeryga, Lawlor and Arrell, Barristers-at-Law on behalf of their client, St. Joseph's Hospital, for City Council authorization to use the name "Hamilton" for the purpose of incorporation.

They are proposing to incorporate a non-profit Corporation to encourage the study and development of scientific research. They propose to call this entity "Research St. Joseph's - Hamilton".

City Council's approval of the use of the name "Hamilton" is required by the Ministry of Consumer and Corporate Affairs.

SKR

cc P. Noe Johnson, City Solicitor

5. (c.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 31

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Hamilton Gallery of Distinction - Purchase by the City of a table of 10 for the 1996 Awards Dinner - 1996 November 13th

RECOMMENDATION:

(a) That the City of Hamilton purchase a table of 10 at a cost of $600 for the 1996 Awards Dinner for the Hamilton Gallery of Distinction to be held on Wednesday, 1996 November 13th at the Hamilton Convention Centre; and,

(b) That funding for this expenditure be charged to the Unclassified Account No. CH 55113 24201

S. R. Holland by J. J. Schatz

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Funding for this expenditure to be financed from the Unclassified Account No. CH 55113 24201

BACKGROUND:

Since 1990, the City has supported the Hamilton Gallery of Distinction by purchasing a City of Hamilton table.

This year's dinner will be held on Wednesday, 1996 November 13th at the Hamilton Convention Centre. The reception will be held at 6:00 o'clock p.m., following by dinner at 7:00 o'clock p.m.

This year's honourees are Marnie Paikin, D. Morgan Firestone, Chester Waxman, David Braley, Frank Shirley Panabaker, Alvin Lee and Father John F. Bonomi.

SKR
cc Allan Ross, City Treasurer

CITY OF HAMILTON

- RECOMMENDATION -

6.

DATE: 1996 October 18

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Property/Taxation Project Steering Subcommittee

SUBJECT: PROPERTY/TAXATION PROJECT

RECOMMENDATION:

a) That staff cease participation with Mississauga and Scarborough in the joint development and implementation of a new computerized taxation system.

b) That staff undertake changes to the existing tax system in order to accommodate the millennium; to develop software to manage and implement the Actual Value Assessment being proposed by the Provincial Government, and modify the current system in order to automate a number of the tax processes.

c) That staff take the appropriate steps to acquire a point of sale system for the implementation of customer service improvements within the taxation area.

Allan C. Lose

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Present funding available for the property tax project is $460,000. Continued participation in the joint Cities project would require an additional $260,000. The recommended option does not require additional financing. The changes for the millennium and Actual Value Assessment (AVA) by staff will be financed through the annual current budget. The costs for the acquisition of a Point of Sale (POS) system, estimated at $88,000, will be financed from centre CF 259655025 (Tax Project).

BACKGROUND:

City Council at its meeting of November 14, 1995 authorized staff to:

a) Participate with Scarborough and Mississauga in a joint request for proposals to evaluate the availability of packaged property tax systems on the open market or otherwise issue a request for proposals for a packaged property tax system.

b) Report back to the Finance and Administration Committee regarding the findings of the request for proposals, and recommendations concerning the future direction for property/taxation system development.

Since November 1995, Treasury and Information Systems staff have been actively working with Scarborough and Mississauga, and issued a joint request for proposal for a municipal taxation system. The request for proposals closed on January 16, 1996 and at that time five submissions where received.

Three of the five submissions met the financial performance surety requirements as set in the request for proposals. Of the three proposals, two vendors were short listed. The joint municipal working team undertook extensive reviews of their proposals, including vendor interviews and site visits.

As a result of the evaluation, the Tri-City team rejected the proposals as the packaged Taxation System software did not meet the criteria set out in the original RFP. The proposed software would require extensive modifications to meet the specifications as set out in the City's request. Consequently flexibility is lost when major customization of packaged software is undertaken, resulting in the risk of limiting the potential life of the package.

The Tri-City team consulted Mississauga's purchasing officials and then issued an addendum to the original RFP requesting a response for a custom build Taxation System solution. Of the three vendors who responded to the original request, one vendor, GSA Consulting Group Inc., provided the best solution. This Toronto based company's solution was to custom build a rule based Taxation System which would operate on a Client Server Platform. Their tentative quoted price was $2.8 million and was subject to negotiation.

Unfortunately, the proposal was finally rejected as they did not ultimately comply with the requirements as set out in the RFP. The Tri-City Taxation Project Team after an extensive review of the market for a rule-based event-managed taxation system built for a relational database on client-server architecture are satisfied that the only way to currently acquire such a system would be to develop it through the joint auspices of the three municipalities.

The City's Management Taxation Steering Subcommittee has reviewed the options available for the replacement of the current tax system which was developed in 1973. Only two viable options have been identified.

Option 1 would be to continue with the Tri-City Taxation Project comprised of the City of Mississauga, the City of Scarborough and the City of Hamilton. The proposal would be to build a system internally with resources managed by the project team using Oracle's relational database technology and client-server architecture. The composition of the project team would be business users and information systems analysts from each municipality as well as expert technical resources contracted from external consulting firms. The goal of the joint design/build of a taxation system would be to provide a rule-based, event-managed system capable of being responsive and flexible to changing business and customer requirements; position the Cities to easily implement peripheral technologies (imaging, interactive voice..); improved customer service by automating procedures to ensure that the customer receives timely and accurate information; provide the customer with processing/querying choices and the ability to do "one stop" taxation queries and processing; reduce labour intensive information validation processes; and reduce redundancies and streamline the taxation process across internal and external organizational boundaries by partnering with both internal and external organizations. It is believed that the final product would be marketable to other municipalities.

Option 2 would be to enhance the existing taxation system for use to the year 2001. At that time consideration would be given to replace the system. This option commits resources to the design, development and implementation of changes to address the millennium, Actual Value Assessment, a query system, and a number of other business process improvements including point of sale system, and online tax certificates. In order to initiate this development process a project team would be formed from existing staff to work together as a group. It is important for this group to immediately start the work required to create a good base for the pending Actual Value Assessment and understand the full extent of changes required for the millennium.

CONCLUSION:

We have carefully considered the relative merits of the two options. Neither achieve the objectives that the City sought when we commenced the joint effort with Scarborough and Mississauga, namely to purchase and install a packaged property tax system that meets the Cities' operational requirements. This is not presently available, and therefore we are faced with a decision between two "second-best" alternatives.

In assessing Option 1, the major concern was "Can the proposed system be developed and delivered on budget and in keeping with the necessary schedule which is largely driven by the requirements of AVA if enacted by the Province for tax year 1998"? Our conclusion is that the project was simply not sufficiently developed to answer this question positively with the necessary degree of confidence. A delay in the decision, however, is not possible as the other partners (Scarborough, Mississauga) require a commitment from Hamilton now if we are to continue with them. Such a commitment would require approximately an additional $260,000 in capital financing which would have to be approved prior to the 1997 Capital Budget deliberations.

Option 2 involves retrofits to a 28 year old main frame computer system. Staff are confident that the necessary changes to meet the highest priority business needs of the next 5 years can be made. It must be acknowledged, however, that this system, even when retrofitted, will still be in need of replacement within the medium term future.

If we proceed with Option 2, the possibility exists that an acceptable packaged system may become available for purchase and installation by the municipality within the 5 year time horizon. The likelihood of this cannot be accurately estimated.

Our overall conclusion was that the additional costs and risks of participating in the joint cities project do not seem warranted at this time. We are therefore recommending that staff terminate their participation with Mississauga and Scarborough in the joint project and commence a series of retrofits to our existing system to meet our short and medium term critical needs including:

- a point of sale system for one stop customer service
- amendments to allow for analysis and implementation of Actual Value Assessment if implemented by the Province for tax year 1998
- rectifying the millennium problem in the system, and
- a number of other high priority business needs.

These retrofits can largely be carried out by existing staff resources within Information Systems and Treasury without significant external expenditures. External costs will however be required related to the point of sale system. Once exact costs related to POS and AVA are know, surplus capital funds within the existing project account can be identified and returned to the original source of funding.

At the 1994 December 13 meeting of Council, authorization was given to staff "to enter into negotiations with Paradigm Consulting Group Inc. to finalize the purchase price of a point of sale and cashiering software and hardware including installation, system training and ongoing maintenance system." The negotiations with Paradigm were terminated pending the outcome of the joint venture with the Mississauga and Scarborough. Staff will evaluate reopening discussions with Paradigm. If this is not viable, a new request for proposals will be prepared.

.cc Members of the Property/Taxation Project Steering Subcommittee

7.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 25

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: P. Noé Johnson
City Solicitor

SUBJECT: Extension of Appointments for Insurance Brokers of Record

RECOMMENDATION:

a) That the appointments for the City's Insurance Brokers of Records, Johnson & Higgins Ltd. (liability insurance) and Alexander & Alexander Reed Stenhouse (property insurance) be extended from 1996 December 1 to 1997 September 1

b) That the City Solicitor be authorized to initiate a Request for Proposal in respect of the appointment of Insurance Broker(s) of Record responsible for the City's insurance portfolio and related risk management services.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

On 1993 October 26 Council, in adopting Item 18 of the 12th Report to the Finance & Administration, approved the appointment of the City's insurance brokers of record: Alexander & Alexander Reed Stenhouse (property insurance requirements) and Johnson & Higgins Ltd. (liability insurance needs). The appointments began on 1993 December 1 1993 and are scheduled to expire on 1996 December 1.

The City currently has in place, amongst other policies, Commercial General Liability Insurance coverage in the total amount of $25,000,000 with a deductible amount of $500,000 and Property Insurance in the broad form coverage amount of $515,014,917 with a deductible

amount of $100,000.00. The majority of the City's policies of insurance have renewal dates dates of December 1st. This coincides with the appointment and expiration of the City's insurance brokers.

The Treasury, Public Works and Traffic, and Law Departments further have recognized the need to investigate various facets of the City's Risk Management and Insurance programme with a view to ameliorating our handling of claims and addressing relevant issues in respect of our risk from an insurance policy and reserve standpoint. Accordingly, on 1996 June 25 Council, in adopting Item 4 of the 12th Report to the Finance & Administration Committee, authorized the hiring of an insurance consultant to review various facets of the City's Risk Management and Insurance programme including the allocation of premiums, claims handling and data information handling, the City's reserves for insurance losses and deductible levels, and to provide advice with respect to the broker selection process.

The report to be provided by the City consultant will impact directly on the City's insurance portfolio from a deductible standpoint as well as on claims handling; which matters must be dealt with prior to the commencement of a Request for Proposals for Brokers of Record.

In September 1996 a team comprised of staff from the Public Works, Treasury, and Law Departments, after having conducted interviews and having made reference inquiries, selected Sobeco Ernst Young Inc. (hereinafter referred to as "Sobeco") as the consultant. Sobeco is in the midst of compiling information from staff relevant to the project. It is anticipated that a report will be forthcoming in November 1996.

It is anticipated that the Sobeco report may further provide other risk management and/or claims handling needs which the may best addressed at the broker level. These may include the amelioration of the data processing system presently in use for claims made against the City to provide for a flexible risk management assessment of all types of claims, areas of claims, and season of claims, amongst other useful reports.

Accordingly it is recommended that the appointments of the City's two insurance brokers of record be extended to 1997 September 1. Upon the consideration of the information contained in the pending report from Sobeco, it is proposed that the City Solicitor in concert with the City Treasurer and Commissioner of Public Works and Traffic commence a Request for Proposal process in respect of the appointment of Insurance Broker(s) of Record for retainer by the City, upon Committee and Council consideration, on 1997 September 1.

cc. J.G. Pavelka, Chief Administrative Officer
A.C. Ross, Treasurer
D. Lobo, Commissioner of Public Works & Traffic

CITY OF HAMILTON

- RECOMMENDATION -

8.

DATE: 1996 October 25

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: J. G. Pavelka, P. Eng.
Chief Administrative Officer

D. W. Vyce
Director of Property

SUBJECT: Realty Sales Procedural By-law 95-049
Declaration of Surplus Property

RECOMMENDATION:

That the following properties be declared surplus to the requirements of the City in accordance with the Realty Sales Procedural By-law 95-049, in order that action may be taken to dispose of same:

(a) 280 Cumberland Avenue

(b) 84 Poulette Street

(c) 1 Spruceside Avenue

(d) 70 Lake Avenue North

(e) 203 Paradise Road North

J. G. Pavelka D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

By-law 95-049 requires all City owned lands not exempted by Ontario Regulation 815/94 be declared surplus prior to sale.

BACKGROUND:

Effective 1995 January 1 the Municipal Act was amended by the Planning and Municipal Statute Law Amendment Act requiring municipalities to enact a by-law to establish procedures for the sale of real property owned by a municipality.

On 1995 February 14, City Council adopted Item 8 of the 5th Report of the Finance and Administration Committee and enacted the Realty Sales Procedural By-law 95-049. Section 5(a) of this by-law declares that "Real property of the City shall not be sold unless it is surplus to the requirements of the City".

All of the properties being recommended as surplus have been circulated to all City and Regional departments and there has been no declared municipal interest.

RJH/nw

c.c. P. Noé Johnson, City Solicitor
J. J. Schatz, City Clerk
D. Lobo, Commissioner of Public Works and Traffic

PROPERTY DESCRIPTION

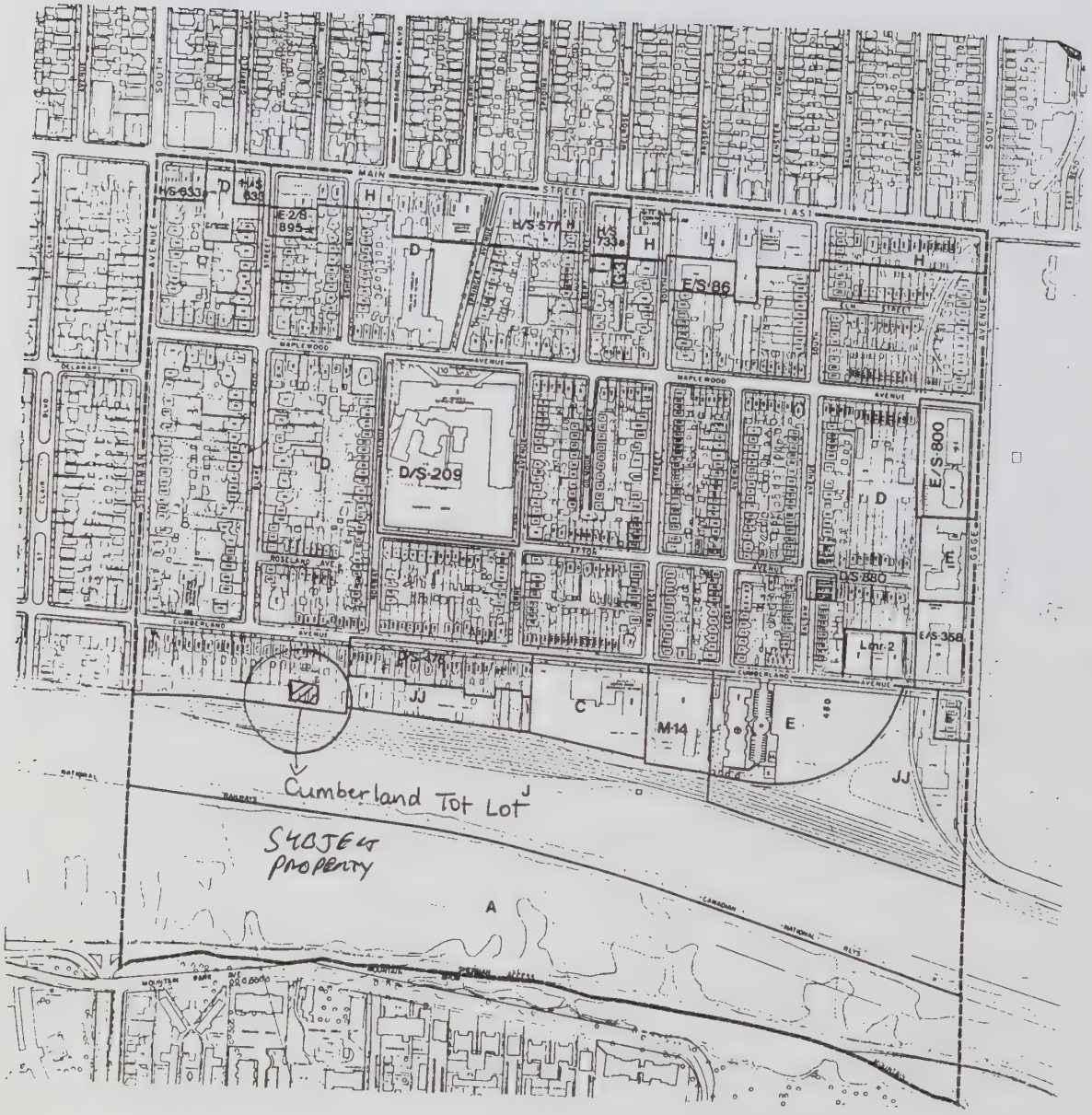
(a) 280 Cumberland Avenue
A vacant piece of land with a frontage of approximately 12 feet and a depth of 206 feet known as the Cumberland Tot Lot. This property is zoned "D", Residential (1 and 2 family townhouses).

(b) 84 Poulette Street
A vacant piece of land with a frontage of approximately 31 feet and a depth of 172 feet located at the corner of Hill Street and Poulette Street. The subject property is zoned "D" Residential (1 and 2 family townhouses).

(c) 1 Spruceside Avenue
A vacant piece of land with a frontage of approximately 122 feet and a depth of 104 feet at the corner of Aberdeen Avenue and Spruceside Avenue. The subject property is zoned "D" Residential (1 and 2 family townhouses)

(d) 70 Lake Avenue North
Two pieces of vacant land intersected by Huckleberry Drive; one being approximately 79 feet by 108 feet and the second being approximately 85 feet by 185 feet. The subject properties are zoned "A", Conservation, Open Space, Park and Recreational.

(e) 203 Paradise Road North
A piece of vacant land with a frontage of approximately 80 feet and a depth of 240 feet. The subject property is zoned "C", Residential (Single Family)



48 | 126 | 35 124 | 12 | 37 42 | 111 | 128 This is not a Legal Document For Zoning Verification Please Contact City Building Department.	CITY OF HAMILTON BLAKELEY ZONING
Neighbourhood Boundary Zoning Boundary.	0 100m SCALE 30m NORTH
Prepared for The City of Hamilton by the Planning and Development Department	PLANNING UNIT NO 6603 PAGE NO 12

SUBJECT PROPERTY

Hill St. / Poulette



135	127	21
136	92	41
26	93	41

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For Zoning Verification Please
Contact City Building Department.

CITY OF HAMILTON

KIRKENDALL NORTH

ZONING

Neighbourhood Boundary

Zoning Boundary.

0 100m

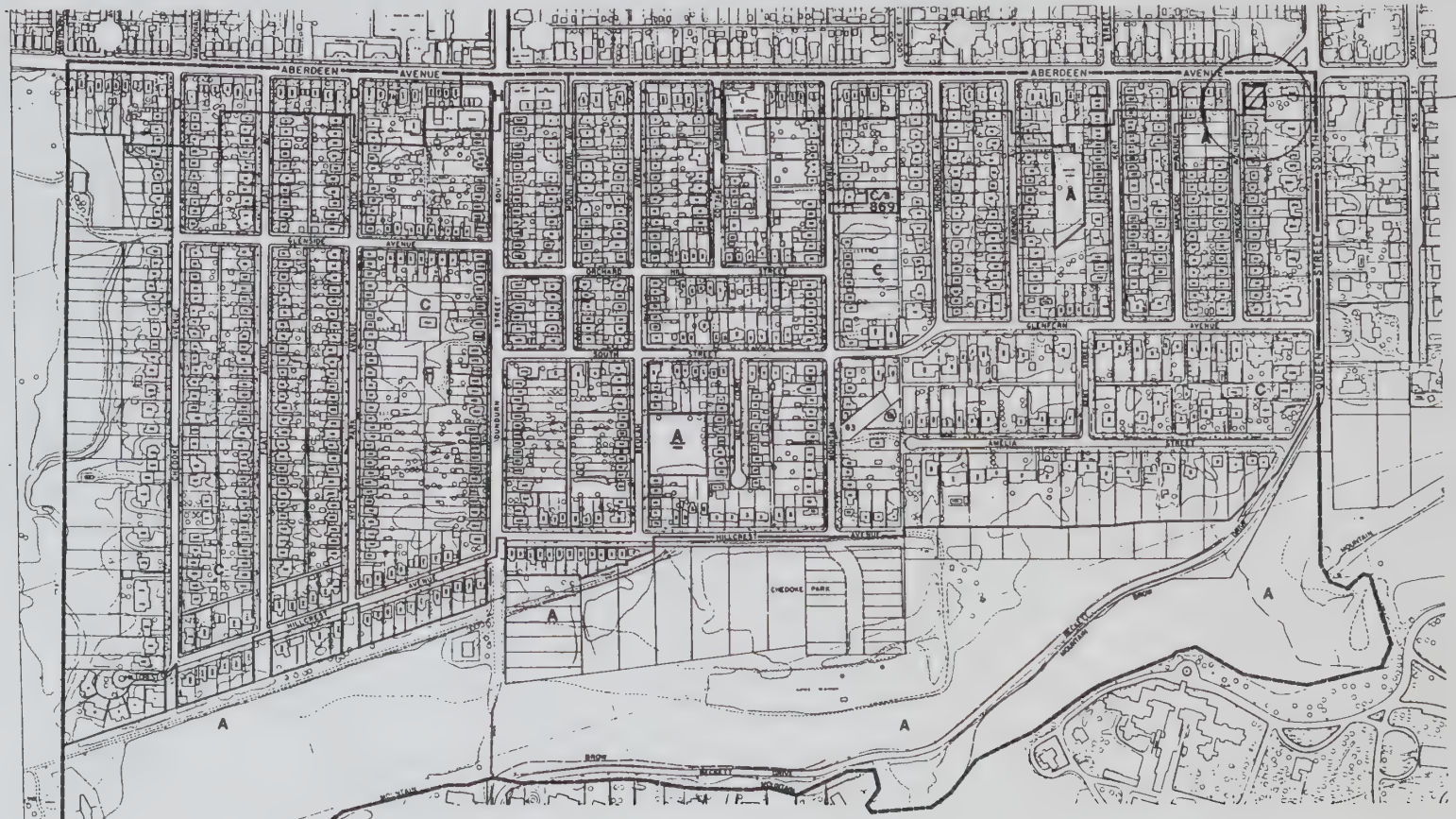
SCALE 30m

NORTH

Prepared for The City of Hamilton
by the Planning and Development Department

PLANNING UNIT NO 6803

PAGE NO 92



92	92	41
28	93	41
133	102	102

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Contact City Building Department.

CITY OF HAMILTON

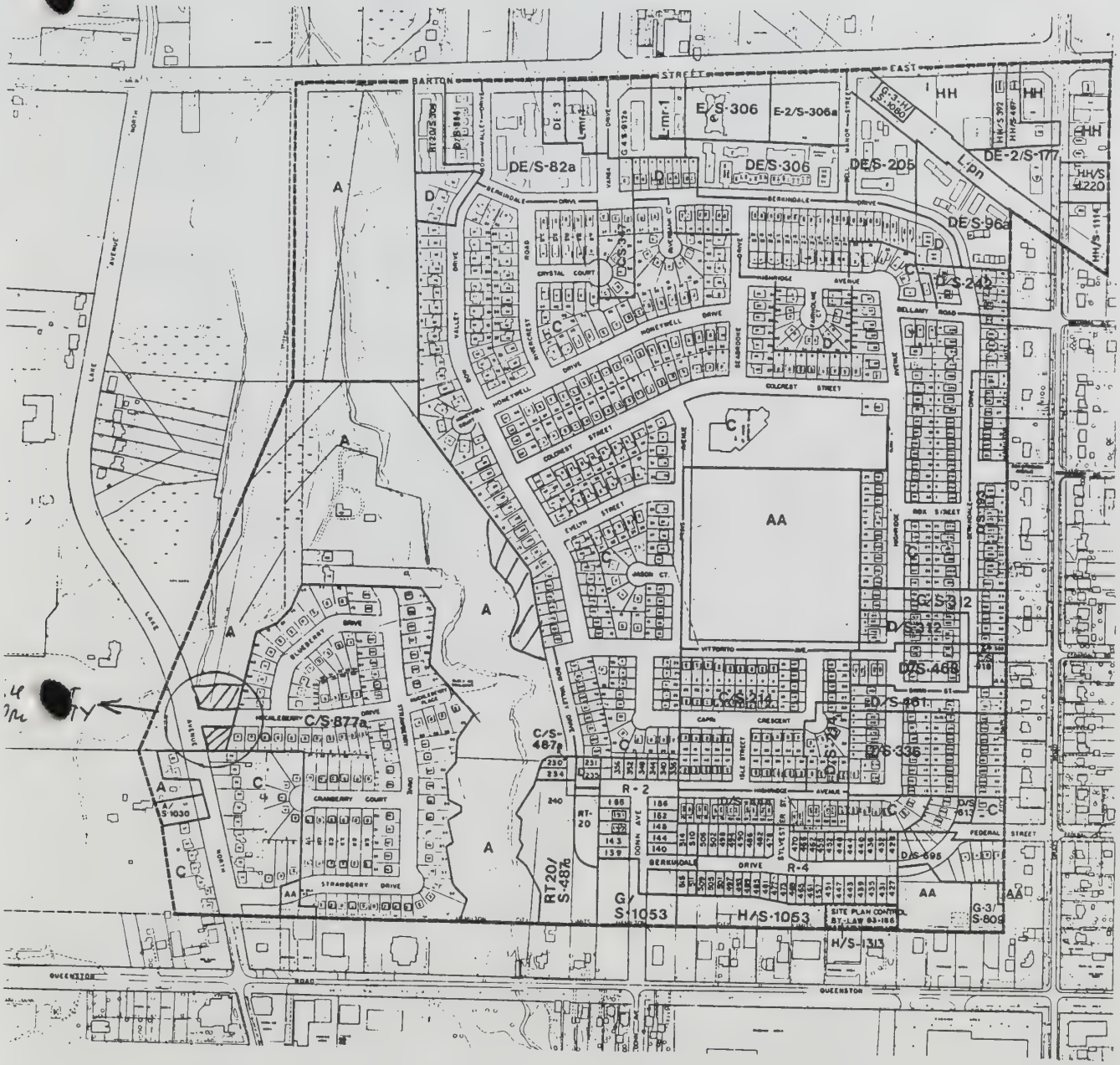
KIRKENDALL SOUTH

ZONING

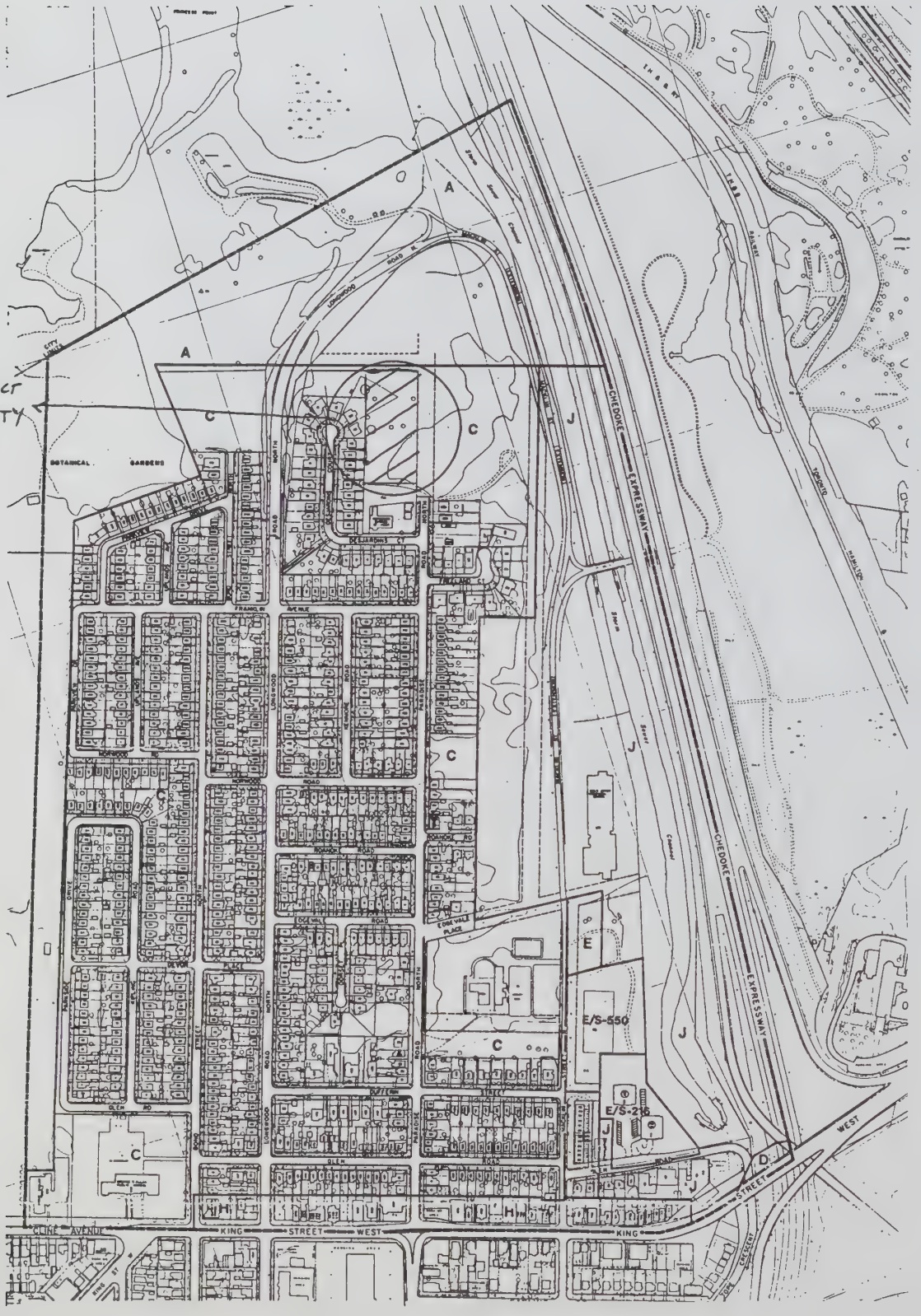
Neighbourhood Boundary
Zoning Boundary

SCALE 0 50m 100m

NORTH



94 54 115 114 This is not a Legal Document For Zoning Verification Please Contact City Building Department.	CITY OF HAMILTON RIVERDALE EAST ZONING
Neighbourhood Boundary Zoning Boundary.	0 50m 100m SCALE NORTH
Prepared for The City of Hamilton by the Planning and Development Department	PLANNING UNIT NO. 6408 PAGE NO. 114



	39	39
30	135	127
136	136	92

This is not a Legal Document
For Zoning Verification Please
Contact City Building Department.

CITY OF HAMILTON

WESTDALE NORTH

ZONING

Neighbourhood Boundary

Zoning Boundary.

0 50m 100m

SCALE

NORTH

Prepared for The City of Hamilton
by the Planning and Development Department

PLANNING UNIT NO. 6905

PAGE NO. 135

9.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 29

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mayor Robert M. Morrow

SUBJECT: 1996 Federation of Canadian Municipalities Big City Mayors Caucus Meeting on November 21st to 24th, 1996

RECOMMENDATION:

(a) That the City of Hamilton provide funding in the amount of $12,000 for the city's hosting of the 1996 Federation of Canadian Municipalities Big City Mayors Caucus Meeting being held in Hamilton on 1996 November 21st to 24th; and

(b) That funding for this hosting be charged to Account CH 54307 80040 (Hosting of Conference with Municipal Subject Content)

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are sufficient funds in the Hosting of Conference with Municipal Subject Content Account. At the present time, there is approximately $12,000 in the current account and approximately $90,000 in the reserve account.

BACKGROUND:

On November 21st, 22nd, 23rd and 24th, 1996 the City of Hamilton will host the FCM Big City Mayors Caucus meeting.

The FCM Big City Mayors Caucus provides a forum for the Mayors of Canada's largest municipalities to discuss issues of common concern, to undertake research, to pursue projects, and to influence the policies of the Federation of Canadian Municipalities. All Mayors of Canadian municipalities with a population above 200,000 are invited to attend. Further, smaller municipalities above 100,000 population may be invited to participate provided that these centres play the role of the metropolitan municipality on a regional basis.

The Honourable Sheila Copps, The Honourable Sergio Marchi and The Honourable Stephane Dion have been invited to speak at the caucus meeting. Topics of discussion on national unity, environment, national transportation and the future of municipal government are among some of the topics to be addressed. Attached is the information of the proposed agenda for the meeting. Last year the City of Regina hosted the Big City Mayors Caucus meeting at a cost of $10,000.

Meetings are held three times per year. One meeting is normally held during the FCM Annual Conference. A second meeting is held in conjunction with the Grey Cup Game. Other meetings are held at a time and in a place established by the group.

The estimated cost to host this caucus meeting is approximately $12,000. We are currently pursuing sponsorships to offset some of our costs, although we have had some interest there is no confirmation at this time.

RMM/TW/pb.

cc: Allan Ross, City Treasurer
Ald. Bob Charters, Chairman of the Finance & Administration Committee

THE FCM BIG CITY MAYORS CAUCUS MEETING

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario

Albion Rooms A and B

November 22, 1996

TENTATIVE AGENDA **TAB**

1)	APPROVAL OF MINUTES OF APRIL 12-13, 1996	1
2)	UPDATE ON THE MUNICIPAL INFRASTRUCTURE PROGRAM	2
3)	FEDERAL PAYMENT OF PROPERTY TAXES	3
4)	UPDATE ON REPLACEMENT OF GST	4
5)	ENVIRONMENT - 20% Club - NAPP	5
6)	SOCIAL POLICY REVIEW - Quality of Life Reporting System	6
7)	COMMUNITY SAFETY AND CRIME PREVENTION - National Crime Prevention Council Joint Initiative - Legalization of Drugs (Mississauga)	7
8)	NATIONAL TRANSPORTATION - FCM/TAC Symposium on User Pay for Road Transportation - Marine Act Amendments	8
9)	NATIONAL UNITY	9
10)	CENTRE FOR MUNICIPAL/ABORIGINAL RELATIONS	10
11)	THE TASK FORCE ON THE FUTURE OF MUNICIPAL GOVERNMENT	11
12)	OTHER BUSINESS	12

10.

OFFICE OF THE CITY CLERK

MEMORANDUM

****

TO: Susan K. Reeder, Secretary
Finance and Administration Committee

YOUR FILE:

FROM: Mr. J. J. Schatz
City Clerk
Office of the City Clerk

OUR FILE:
PHONE: 546-2727

SUBJECT: Referral from City Council - Regional Funding - Chedoke/McMaster Hospitals

DATE: 1996 October 30

This will confirm that City Council, at its meeting held Tuesday, 1996 October 29th, approved the following:

That the following motion be referred to the Finance and Administration Committee:

"That Regional Council be requested to not forward the remaining allocated funds budgeted for in 1985 for the Chedoke-McMaster Hospitals"

Would you please place this matter before the Finance and Administration Committee for its consideration.

SKR

cc Alderman H. Merling
Allan Ross, City Treasurer

11. (a.)

-RECOMMENDATION-

DATE: October 25, 1996

REPORT TO: Mrs. Susan Reeder, Secretary
FINANCE AND ADMINISTRATION COMMITTEE

FROM: Patricia Bennett, Secretary
H.E.C.F.I. Board of Directors

SUBJECT: **1997 - 2006 PROVISIONAL CAPITAL BUDGET : H.E.C.F.I.**

RECOMMENDATION:

THAT THE ATTACHED CAPITAL PROJECTS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. (HECFI) BE CONSIDERED FOR INCLUSION IN THE TEN YEAR 1997 - 2006 PROVISIONAL CAPITAL BUDGET; and

THAT THESE CAPITAL PROJECTS BE REVIEWED BY THE MANAGEMENT TEAM (CAPITAL BUDGET SUB-COMMITTEE) FOR CONSIDERATION OF THE COMMITTEE OF THE WHOLE AND COUNCIL; and

THAT H.E.C.F.I.'S TEN YEAR (1997 - 2006) PROVISIONAL CAPITAL BUDGET PROGRAMME BE FINANCED FROM H.E.C.F.I.'S RESERVE FOR CAPITAL PROJECTS, HAMILTON PLACE TICKET SURCHARGE RESERVE AND COPPS COLISEUM TICKET SURCHARGE RESERVE; and

THAT THE FUTURE IMPLEMENTATION OF CAPITAL PROJECTS BE CONTINGENT ON THE AVAILABILITY OF CONTINUED FUNDING FROM H.E.C.F.I.'S CAPITAL RESERVES (as outlined above).

Patricia L. Bennett

BACKGROUND:

- The H.E.C.F.I. Board of Directors approved the foregoing recommendation at its Regular Meeting held October 25, 1996.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. ~ ~ 1997 TO 2006 CAPITAL BUDGET PROGRAMME

Project Description	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Replacements and Renovations for Facilities and Equipment	265	405	300	310	230	200	180	300	300	300-N.
Hamilton Convention Centre:										
~Roofing System Replacement						390-Delayed five years				
~Carpet Replacement							325			
Hamilton Place:										
~Great Hall Seating Replacement		300	240-Delayed one year							
~Carpet Replacement		200								
Copps Coliseum:										
~Modify and Refurbish Exterior Electronic Sign				300						
~Roofing System Replacement										600
TOTAL REQUEST	**265**	**905**	**540**	**610**	**230**	**590**	**505**	**300**	**300**	**90**
Approved 1996 to 2005	**915**	**910**	**300**	**450**	**230**	**200**	**505**	**300**	**300**	**0**
Over or (Under) Approved 1997 to 2005	**(650)**	**(5)**	**240**	**160**	**0**	**390**	**0**	**0**	**0**	**90**

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Hamilton Entertainment and Convention Facilities Inc.

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Various Renovations & Replacements for Facilities & Equipment
   (b) Type of Project Renovation/Replacement
   (c) Location Convention Centre/Hamilton Place/Copps Coliseum
   (d) Scope/Description of Work
   Allowance for various renovations to and replacement for the facilities and equipment necessary to ensure that an acceptable state of repair is maintained. This allowance is established collectively for the three facilities. A summary of projects to be undertaken is attached herewith.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department N/A
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 1 of 8

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	
(b)	HEALTH/SAFETY/ENVIRONMENT	
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	
(e)	ECONOMIC DEVELOPMENT	
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	x
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	
(h)	GROWTH RELATED PROJECT	

Describe Justification:
Facilities and equipment must be maintained to a high standard to meet the needs and requirements of our customers and to operate in an efficient and effective manner.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**

(a)	START DATE (YEAR)	1997
(b)	COMPLETION DATE (YEAR)	1997
(c)	GROSS COST (Start Year Dollars)	$ 265,000.
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy)	$
(e)	LESS OTHER RECEIPTS (Specify)	$
(f)	NET CITY'S COST	$ 265,000.

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ 265,000.	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a)	Staffing	$ _____
	Building Operations & Maintenance	$ _____
	Other (specify) _____	$ _____
	GROSS COST (All Inclusive)	$ 0
(b)	LESS RECOVERY/REVENUE (specify) _____	$ 0
(c)	NET CITY'S COST	$ 0

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name B. N. Calder, Director of Operations

(b) Basis of assumptions Cost estimates provided by equipment suppliers and building contractors.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No ___ Yes x ; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	177.1/182.0
(b)	AT CITY'S COST OF	$ 260,000.
(c)	SCHEDULED TO START IN THE YEAR	1997

Signature of Department Head/ Local Board Manager

Oct 23/96
Date

---

12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes ___ *No* ___

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

PROJECT NAME: Various Replacements and Renovations for Facilities and Equipment ~ 1997

	Facility/Project	Cost
A.	**Convention Centre**	
1.	Supply of hydraulic lift	$ 20,000.
2.	Installation of gas convection oven and six burner range including natural gas connections	25,000.
3.	Refurbish beverage areas and equipment/construct new permanent bar	60,000.
B.	**Hamilton Place**	
1.	Refurbish Piano Nobile bar/construct new permanent bar	40,000.
2.	Replace sections of lower roof areas	60,000.
C.	**Copps Coliseum**	
1.	Replace fittings and piping on domestic hot water storage tank system	20,000.
2.	Refurbish exterior cladding on four mechanical towers	40,000.
	TOTAL	**$265,000.**

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Hamilton Entertainment and Convention Facilities Inc.

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Various Renovations & Replacements for Facilities & Equipment
   (b) Type of Project Renovation/Replacement
   (c) Location Convention Centre/Hamilton Place/Copps Coliseum
   (d) Scope/Description of Work
   Allowance for various renovations to and replacements of the facilities and equipment necessary to ensure that an acceptable state of repair is maintained. This allowance is established collectively for the three facilities.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department N/A
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 2 of 8

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	
(b)	HEALTH/SAFETY/ENVIRONMENT	
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	
(e)	ECONOMIC DEVELOPMENT	
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	x
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	
(h)	GROWTH RELATED PROJECT	

Describe Justification:
Facilities and equipment must be maintained to a high standard so as to meet the needs and requirements of our customers.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**

(a)	START DATE (YEAR)	1998
(b)	COMPLETION DATE (YEAR)	2006
(c)	GROSS COST (Start Year Dollars)	$ 2,525,000.
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy)	$ 0
(e)	LESS OTHER RECEIPTS (Specify)	$ 0
(f)	NET CITY'S COST	$ 2,525,000.

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ _____	- 2002	$ 200,000.
- 1998	$ 405,000.	- 2003	$ 180,000.
- 1999	$ 300,000.	- 2004	$ 300,000.
- 2000	$ 310,000.	- 2005	$ 300,000.
- 2001	$ 230,000.	- 2006	$ 300,000.

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ 0

(b) LESS RECOVERY/REVENUE (specify) _____ $ 0

(c) NET CITY'S COST $ 0

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name B. N. Calder, Director of Operations

(b) Basis of assumptions Based on initial purchase and anticipated replacement costs

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No ___ Yes x ; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 177.2 to 177.9

(b) AT CITY'S COST OF $ 2,130,000.

(c) SCHEDULED TO START IN THE YEAR 1998

Signature of Department Head/ Local Board Manager

Oct 23/96
Date

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes ___ *No* ___

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

PROJECT NAME: Various Replacements and Renovations for Facilities and Equipment ~ 1998 to 2006

Facility/Project	1998	1999	2000	2001	2002	2003	2004	2005	2006
A. Convention Centre									
1. kitchen equipment			50	50					
2. casual furniture/ furnishings		60							
3. major repairs, renovations, equipment replacement	120	90	30		70	40	100	100	100
SUB TOTAL	**120**	**150**	**80**	**50**	**70**	**40**	**100**	**100**	**100**
B. Hamilton Place									
1. stage deck	120								
2. window retrofit	40	60	60						
3. major repairs, renovations, equipment replacement		30	30	30	30	30	100	100	100
SUB TOTAL	**160**	**90**	**90**	**30**	**30**	**30**	**100**	**100**	**100**

Facility/Project	1998	1999	2000	2001	2002	2003	2004	2005	2006
C. Copps Coliseum									
1. casual furniture/ furnishings				50					
2. seating		35			40				
3. lighting control system			100						
4. sound system	50					50			
5. major repairs, renovations, equipment replacement	75	25	40	100	60	60	100	100	100
SUB TOTAL	**125**	**60**	**140**	**150**	**100**	**110**	**100**	**100**	**100**
GRAND TOTAL	**405**	**300**	**310**	**230**	**200**	**180**	**300**	**300**	**300**

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Hamilton Entertainment and Convention Facilities Inc.

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Hamilton Place - Great Hall Seating Replacement
   (b) Type of Project Renovation
   (c) Location Hamilton Place
   (d) Scope/Description of Work
   The permanent seating in the Great Hall will be refurbished. Upholstery and cushions will be replaced; all worn mechanisms will be refitted; wheelchair seating area will be integrated within fixed seating area. Concrete flooring of seating area will be refinished where required.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department N/A
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 3 of 8

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	
(b)	HEALTH/SAFETY/ENVIRONMENT	
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	
(e)	ECONOMIC DEVELOPMENT	
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	x
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	
(h)	GROWTH RELATED PROJECT	

Describe Justification:
The fixed, permanent seats in the Great Hall are in excess of 20 years in age. Refurbishment of the seating area is required for our patrons' comfort and enjoyment and to further our image as a first class theatre facility.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) 1998
   (b) COMPLETION DATE (YEAR) 1999
   (c) GROSS COST (Start Year Dollars) $ 540,000.
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $ 0
   (e) LESS OTHER RECEIPTS (Specify) $ 0
   (f) NET CITY'S COST $ 540,000.

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ _____	- 2002	$ _____
- 1998	$ 300,000.	- 2003	$ _____
- 1999	$ 240,000.	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ 0

(b) LESS RECOVERY/REVENUE (specify) _____ $ 0

(c) NET CITY'S COST $ 0

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name B. N. Calder, Director of Operations

(b) Basis of assumptions A unit cost of $225. per seat and $50,000. for floor refinishing has been used to determine the cost estimate.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No ___ Yes _x_; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 181.1/181.2

(b) AT CITY'S COST OF $ 540,000.

(c) SCHEDULED TO START IN THE YEAR 1997/1998

Dale Macaluso
Signature of Department Head/ Local Board Manager

1996 October 7
Date

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes ___ *No* ___

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Hamilton Entertainment and Convention Facilities Inc.

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Hamilton Place - Carpet Replacement
   (b) Type of Project Replacement
   (c) Location Hamilton Place
   (d) Scope/Description of Work
   Replace approximately 4,500 square yards of floor carpet. A unit price of $44.00 per square yard is budgeted for removal, supply and installation.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department N/A
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 4 of 8

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	
(b)	HEALTH/SAFETY/ENVIRONMENT	
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	
(e)	ECONOMIC DEVELOPMENT	
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	x
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	
(h)	GROWTH RELATED PROJECT	

Describe Justification:
Building component must be maintained to ensure that the facility is kept in an acceptable state of repair and to improve and update the appearance of the faciltiy.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) 1998
   (b) COMPLETION DATE (YEAR) 1998
   (c) GROSS COST (Start Year Dollars) $ 200,000.
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $ 0
   (e) LESS OTHER RECEIPTS (Specify) $ 0
   (f) NET CITY'S COST $ 200,000.

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ _____	- 2002	$ _____
- 1998	$ 200,000.	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a)	Staffing	$ _____
	Building Operations & Maintenance	$ _____
	Other (specify) _____	$ _____
	GROSS COST (All Inclusive)	$ 0
(b)	LESS RECOVERY/REVENUE (specify) _____	$ 0
(c)	NET CITY'S COST	$ 0

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**
(a) Project Manager's Name B. N. Calder, Director of Operations

(b) Basis of assumptions Cost estimate developed through experience with recent project at the Convention Centre.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No ___ Yes _x_; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	183.0
(b)	AT CITY'S COST OF	$ 200,000.
(c)	SCHEDULED TO START IN THE YEAR	1998

Signature of Department Head/
Local Board Manager

1996 October 7
Date

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes ___ *No* ___

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Hamilton Entertainment and Convention Facilities Inc.

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Copps Coliseum - Modify and Refurbish Exterior Electronic Sign
   (b) Type of Project
   (c) Location Copps Coliseum
   (d) Scope/Description of Work
   Modifications to the exterior sign so as to increase the number of advertising panels from 3 to 12. Rotating tri-sided advertising panels will replace the three existing fixed panels; fixed panels will be added to the base of the pylon. Replacement of the electronic message centres with new, full colour displays.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department N/A
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 5 of 8

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	
(b)	HEALTH/SAFETY/ENVIRONMENT	
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	
(e)	ECONOMIC DEVELOPMENT	
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	x
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	
(h)	GROWTH RELATED PROJECT	

Describe Justification:
The revenue generating potential from the sale of advertising space will be optimized. Also, a building accessory will be maintained to ensure trouble-free operation and state of the art technology.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) 1998
   (b) COMPLETION DATE (YEAR) 2000
   (c) GROSS COST (Start Year Dollars) $ 300,000.
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $ 0
   (e) LESS OTHER RECEIPTS (Specify) $ 0
   (f) NET CITY'S COST $ 300,000.

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ _____	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ 300,000.	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a)	Staffing	$ _____
	Building Operations & Maintenance	$ _____
	Other (specify) _____	$ _____
	GROSS COST (All Inclusive)	$ 0
(b)	LESS RECOVERY/REVENUE (specify) _____	$ 0
(c)	NET CITY'S COST	$ 0

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name **B. N. Calder, Director of Operations**

(b) Basis of assumptions Cost estimate provided by contractor

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No ___ Yes _x_; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	180.1/180.2
(b)	AT CITY'S COST OF	$ 300,000.
(c)	SCHEDULED TO START IN THE YEAR	1998/2000

Gabe Macaluso — *Signature of Department Head/ Local Board Manager*

1996 October 7 — *Date*

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12. ***FUNDING (Treasury Department To Complete):***

(a) *NATURE OF PROPOSED FINANCING:* _____

(b) *RESERVE/CAPITAL LEVY FUNDING AVAILABLE:*

Yes ___ *No* ___

(c) *IF DEBENTURE FINANCING:*

(i) *ANNUAL DEBENTURE FINANCING COST:* $ _____

(ii) *TOTAL CARRYING COST OF RETIRING DEBT:* $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Hamilton Entertainment and Convention Facilities Inc.

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Hamilton Convention Centre - Roofing System Replacement
   (b) Type of Project Replacement
   (c) Location Hamilton Convention Centre
   (d) Scope/Description of Work
   Replacement of bituminous membrane roofing system at the Convention Centre. By 2002, the roof will be 21 years in service and replacement should be scheduled for that time.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department N/A
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 6 of 8

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**
   (a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)
   (b) HEALTH/SAFETY/ENVIRONMENT
   (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT
   (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)
   (e) ECONOMIC DEVELOPMENT
   (f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure) x
   (g) REDUCE ONGOING COST (Staffing and/or Operating Costs)
   (h) GROWTH RELATED PROJECT

   Describe Justification:
   Vital building components must be maintained so as to extend their life cycle and to ensure that the building is kept in an acceptable state of repair.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) 2002
   (b) COMPLETION DATE (YEAR) 2002
   (c) GROSS COST (Start Year Dollars) $ 390,000.
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $ 0
   (e) LESS OTHER RECEIPTS (Specify) $ 0
   (f) NET CITY'S COST $ 390,000.

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ _____	- 2002	$ 390,000.
- 1998	$ _____	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a)	Staffing	$ _____
	Building Operations & Maintenance	$ _____
	Other (specify) _____	$ _____
	GROSS COST (All Inclusive)	$ 0
(b)	LESS RECOVERY/REVENUE (specify) _____	$ 0
(c)	NET CITY'S COST	$ 0

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**
(a) Project Manager's Name B. N. Calder, Director of Operations

(b) Basis of assumptions Cost quotation provided by contractor.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No ___ Yes x ; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	178.0
(b)	AT CITY'S COST OF	$ 355,000.
(c)	SCHEDULED TO START IN THE YEAR	1997

John Macaluso — *Signature of Department Head/ Local Board Manager*

1996 October 7 — *Date*

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes ___ *No* ___

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Hamilton Entertainment and Convention Facilities Inc.

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Hamilton Convention Centre - Carpet Replacement
   (b) Type of Project Renovation/Replacement
   (c) Location Hamilton Convention Centre
   (d) Scope/Description of Work
   Replace approximately 6,500 square yards of floor carpeting at the Convention Centre. A unit price of $50.00 per square yard is budgeted for removal, supply and installation. Replacement will be necessary to improve and update the appearance of the facility.

   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department N/A
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 7 of 8

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	
(b)	HEALTH/SAFETY/ENVIRONMENT	
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	
(e)	ECONOMIC DEVELOPMENT	
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	x
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	
(h)	GROWTH RELATED PROJECT	

Describe Justification:
Building components must be maintained to ensure that the facility is kept in an acceptable state of repair.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) 2003
   (b) COMPLETION DATE (YEAR) 2003
   (c) GROSS COST (Start Year Dollars) $ 325,000.
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $ 0
   (e) LESS OTHER RECEIPTS (Specify) $ 0
   (f) NET CITY'S COST $ 325,000.

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ _____	- 2002	$ _____
- 1998	$ _____	- 2003	$ 325,000.
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ 0

(b) LESS RECOVERY/REVENUE (specify) _____ $ 0

(c) NET CITY'S COST $ 0

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name B. N. Calder, Director of Operations

(b) Basis of assumptions Cost estimate developed through recent experience with same project at the Convention Centre.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No ___ Yes x ; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 185.0

(b) AT CITY'S COST OF $ 325,000.

(c) SCHEDULED TO START IN THE YEAR 2003

Signature of Department Head/
Local Board Manager

1996 October 7
Date

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes ___ *No* ___

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Hamilton Entertainment and Convention Facilities Inc.

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Copps Coliseum - Roofing System Replacement
   (b) Type of Project Replacement
   (c) Location Copps Coliseum
   (d) Scope/Description of Work
   Replacement of inverted membrane low roof system and exposed membrane high roof system at Copps Coliseum. By 2006, these systems will have been in service 20 years and replacement should be scheduled.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department N/A
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 8 of 8

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	
(b)	HEALTH/SAFETY/ENVIRONMENT	
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	
(e)	ECONOMIC DEVELOPMENT	
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	x
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	
(h)	GROWTH RELATED PROJECT	

Describe Justification:
Vital building component must be maintained so as to extend its life cycle and to ensure that the building is kept in an acceptable state of repair.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) 2006
   (b) COMPLETION DATE (YEAR) 2006
   (c) GROSS COST (Start Year Dollars) $ 600,000.
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $ 0
   (e) LESS OTHER RECEIPTS (Specify) $ 0
   (f) NET CITY'S COST $ 600,000.

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ _____	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ 600,000.

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ 0

(b) LESS RECOVERY/REVENUE (specify) _____ $ 0

(c) NET CITY'S COST $ 0

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name B. N. Calder, Director of Operations

(b) Basis of assumptions Allowance established based on original contract value.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No x Yes ___; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) _____

(b) AT CITY'S COST OF $ _____

(c) SCHEDULED TO START IN THE YEAR _____

Signature of Department Head/
Local Board Manager

1996 October 7
Date

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes ___ *No* ___

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

CITY OF HAMILTON

- RECOMMENDATION -

11.(b.)

DATE: 1996 October 17

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: City Clerk's Department
1997-2006 Provisional Capital Budget

RECOMMENDATION:

(a) That the attached capital project from the City Clerk's Department be considered for inclusion in the ten year 1997-2006 Provisional Capital Budget; and

(b) That this capital project be reviewed by the Management Team (Capital Budget Sub-Committee) for consideration by the Committee of the Whole and City Council.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

To be reviewed by the Management Team.

BACKGROUND:

See attached submission.

.cc A. Ross, City Treasurer

The Corporation of the City of Hamilton

COEZ

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** City Clerks Department

2. **PROJECT SUMMARY:**
(a) Name (max. of 45 characters) Election System Replacement and Acquisition
(b) Type of Project Election System Replacement and Acquisition
(c) Location City Clerk's Department
(d) Scope/Description of Work The 1996-2005 Capital Budget Program currently contains an allocation of $550,000 in 2002 for the acquisition of a replacement election system. At this time there are no identifiable election system rental or sharing options available for the 2000 Elections. In the event that neither of the major equipment suppliers or other Municipalities offer a workable equipment rental or sharing option, as available for 1997, it will be necessary to budget for the full acquisition costs of 150 Optical Scanning Poll Level Units for the Year 2000.

(e) Remarks The City Clerk's Department will be entering into a rental *agreement with Global Election Systems for an automated election system for 1997 only. No rental committments have been made beyond 1997 and no rental programs have been offered for the 2000 Municipal Elections.*

3. **REFERENCE TO RELATED PROJECTS:**

(a)	Submitting Department	City Clerk's Department
(b)	Project Name	Election System Replacement and Acquisition
(c)	Start Year	1996
(d)	Net City Cost	$ 100,000

4. **DEPARTMENT PRIORITY ORDER:** # 1 of 1

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	yes
(b)	HEALTH/SAFETY/ENVIRONMENT	no
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	no
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	yes
(e)	ECONOMIC DEVELOPMENT	no
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	no
(h)	GROWTH RELATED PROJECT	no

Describe Justification:
The replacement of the City's Votamatic Election System was required in 1997 as a result of the archaic condition of the units, voter dissatisfaction and dwindling supplier support. City Council has approved the rental of a replacement election system for 1997. At the present time City Council has not agreed to a comprehensive poll restructuring that would result in a reduction of the number of polls\tabulation units required and thus significantly reduce election operating costs. Maintaining the existing ward/poll structure will have negligible effects on operating costs.

6. **FEASIBILITY STUDY:**

(a)	START DATE (YEAR)	1995
(b)	COMPLETION DATE (YEAR)	1996
(c)	GROSS COST	$ 10,000

7. **PROJECT:**

(a)	START DATE (YEAR)	1998
(b)	COMPLETION DATE (YEAR)	2000
(c)	GROSS COST (Start Year Dollars)	$ 825,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____	$ _____
(e)	LESS OTHER RECEIPTS (Specify) _____	$ _____
(f)	NET CITY'S COST	$ 825,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ 0	- 2002	$
- 1998	$ 100,000	- 2003	$
- 1999	$ 725,000	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

The acquisition of an automated election system will have negligible effects on election operating costs if the existing number of polls and machines are maintained.

(c) NET CITY'S COST $ 0

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name Darryl Lee, Election System Project Team
(b) Basis of assumptions Feasibility Study

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No __ Yes X ; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 4.0

(b) AT CITY'S COST OF $ 550,000

(c) SCHEDULED TO START IN THE YEAR 2002

Signature of Department Head/ Local Board Manager

1996 September 17
Date

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: ^C

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes ^C *No* ^C

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ ^C

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ ^C

Note: all amounts rounded to the nearest thousand dollars

11.(c.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 28

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: D. W. Vyce
Director of Property

J. G. Pavelka, P. Eng.
Chief Administrative Officer

SUBJECT: Property Department
1997 - 2006 Provisional Capital Budget Program

RECOMMENDATION:

a) That the attached capital projects from the Property Department be considered for inclusion in the ten year 1997-2006 Provisional Capital Budget Program; and,

b) That these capital projects be reviewed by the Management Team (Capital Budget Sub-Committee) for consideration by the Committee of the Whole and City Council.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

To be reviewed by the Management Team.

BACKGROUND:

The Property Department's 1997-2006 Provisional Capital Budget Program consists of 43 individual capital projects; 34 resubmissions and 9 new projects (see attached Appendix "A"). All Project Submission Forms have been prepared based on the existing Capital Budget guidelines developed and approved by City Council over the past several years.

The proposed program currently represents a $4,042,000 decrease in net capital expenditure requirements over the 1996-2005 Capital Budget Program, as shown on the following page.

In assembling our program, staff consulted with other departments in order to identify related project requirements. The results are noted in section 3. (Reference to Related Projects) of the revised capital budget program project submission form. The inclusion of this new section is intended to bring a "facilities approach" to the process, which will enhance the completeness of the overall program while minimizing the potential for duplication.

Year	Approved 1996-2005 Program ($000's)	Proposed 1997-2006 Program ($000's)	Increase/ (Decrease) ($000's)
1996	2,676	0	2,676
1997	1,274	2,718	1,444
1998	1,672	1,302	(370)
1999	1,774	1,890	116
2000	4,189	4,019	(170)
2001	1,601	1,686	85
2002	1,972	1,410	(562)
2003	5,087	1,671	(3,416)
2004	2,595	1,870	(725)
2005	1,618	2,020	402
2006	0	1,830	1,830
TOTALS	24,458	20,416	(4,042)

The $4,042,000. decrease in anticipated capital expenditure requirements can be summarized as follows:

1) Deletion of 1996 projects from the ten year program -$2,676,000

2) Changes introduced to the year 2001 +1,020,000
(see attached Appendix "B")

- increases are attributable to both the advancement of projects deferred by the Management Team under the existing program, as well as the priority assigned both departmentally and corporately to the maintenance of existing buildings and equipment

3)	Changes introduced after 2000 but prior to the year 2006 (see attached Appendix "C")	-4,216,000
	• decreases are attributable to the deletion of two projects, as well as the advancement of various projects which were deferred by the Management Team	
4)	Addition of capital expenditure requirements for the year 2006 (see attached Appendix "C")	+1,830,000
		-4,042,000

JC/dcr
attch.

c.c. Allan C. Ross, Treasurer
N. Adhya, Manager of Budgets
J. Cerio, Manager of Administration, Property Department
M. Watson, Manager, Real Estate Division
R. Swan, Manager, Building Operations & Maintenance Division
R. Desnoyers, Assistant Manager, Building Operations & Maintenance Division

PROPERTY DEPARTMENT

PROPOSED 1997 – 2006 CAPITAL BUDGET PROGRAM

Projects Ranked in Departmental Priority Order

(Appendix "A")

	Priority Number	Project Name	Gross Cost*	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
R	1.0	Major Maintenance – Civic Buildings	500,000	500,000									
R	2.0	C.U.P. – Replacements/Revisions & New Equipment	90,000	90,000	Returned from 1998								
R	3.0	Convert A/C Equipment from CFC–11 to SUVA–123	342,000	171,000	171,000								
R	4.0	Hill Park Pool – Mechanical/Electrical Retrofit	289,000	289,000									
R	5.0	City Hall – Replacement of Boilers	145,000	145,000									
R	6.0	Accommodation Requirements – City Hall	50,000	50,000	Returned to current year from 1998								
R	7.0	Balfour Estate – Building Envelope Restoration	193,000	193,000	Returned to current year from 2002								
R	8.0	West Ave. School – Retrofit Heating System	198,000	198,000	Returned to current year from 2005								
R	9.0	City Hall – Replacement of Roof (Phase II)	300,000	300,000	Portion advanced from 2000								
N	10.0	Eastwood & Coronation Arenas – Rink Board Replacement	180,000	180,000									
N	11.0	City Hall – Elevator Retrofit	452,000	452,000									
N	12.0	City Hall – Council Chamber Refurbishing	125,000	125,000									
N	13.0	125 Barton St. West – Embankment Stabilization	275,000	25,000	150,000	100,000							
R	14.0	Major Maintenance – Civic Buildings	7,000,000		600,000	600,000	700,000	700,000	800,000	800,000	900,000	900,000	1,000,000
R	15.0	C.U.P. – Replacements/Revisions & New Equipment	970,000		90,000	90,000	100,000	100,000	110,000	110,000	120,000	120,000	130,000
R	16.0	Central Fire – Mechanical/Electrical Retrofit	241,000		241,000								
R	17.0	Accommodation Requirements – City Hall	450,000		50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
R	18.0	Energy Management Projects	1,800,000					250,000	250,000	300,000	300,000	350,000	350,000
R	19.0	Bennetto Recreation Centre – Replacement of Roof	116,000			116,000							
R	20.0	Dalewood Recreation Centre – Replacement of Roof	97,000			97,000							
R	21.0	Churchill Recreation Centre – Mechanical/Electrical Retrofit	203,000			203,000							
R	22.0	Dalewood Recreation Centre – Mechanical/Electrical Retrofit	251,000			251,000							
R	23.0	Library/Market – Boiler Retrofit	217,000			217,000							
R	24.0	West Ave. School – Replacement of Roof	166,000			166,000	Returned from 2004						
R	25.0	C.U.P. – Building Automation System Upgrade (Phase II)	1,240,000				1,240,000	Reduced from $1,300,000					
R	26.0	City Hall – Replacement of Roof (Phase III)	200,000				200,000	Portion advanced to 1997					
R	27.0	Laurier District Centre – Mechanical/Electrical Retrofit	299,000				299,000						
R	28.0	Laurier District Centre – Replacement of Roof	116,000				116,000						
R	29.0	Lawfield Arena – Mechanical/Electrical Retrofit	386,000				386,000						
R	30.0	Mountain Arena – Mechanical/Electrical Retrofit	347,000				347,000						
R	31.0	Westmount Recreation Centre – Replacement of Roof	60,000				60,000	Reduced from $116,000					
R	32.0	Copps Coliseum – Steam to Hot Water Conversion (Phase II)	125,000				125,000						
R	33.0	Westmount Recreation Centre – Mechanical/Electrical Retrofit	145,000				145,000	Returned from 2001					
R	34.0	Football Hall of Fame – Mechanical/Electrical Retrofit	251,000				251,000	Returned from 2002					
R	35.0	Ryerson Recreation Centre – Replacement of Roof	116,000					116,000					
R	36.0	Hill Park Recreation Centre – Replacement of Roof	97,000					97,000					
R	37.0	Kenilworth Composite Building – Mechanical/Electrical Retrofit	193,000					193,000					
N	38.0	Bennetto Recreation Centre – Mechanical/Electrical Retrofit	180,000					180,000					
N	39.0	Norman "Pinky" Lewis Recreation Centre – Bldg. Envelope Restoration	200,000						200,000				
R	40.0	Rosedale Arena – Mechanical/Electrical Retrofit	386,000							386,000			
N	41.0	Traffic Operations Centre – Replacement of Roof	500,000								500,000		

PROPERTY DEPARTMENT

PROPOSED 1997 – 2006 CAPITAL BUDGET PROGRAM

Projects Ranked in Departmental Priority Order

(Appendix "A")

	Priority Number	Project Name	Gross Cost*	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
N	42.0	Copps Coliseum – Steam to Hot Water Conversion (Phase III)	613,000							13,000		600,000	
N	43.0	Copps Coliseum – Steam to Hot Water Conversion (Phase IV)	312,000							12,000			300,000
		Totals	**20,416,000**	**2,718,000**	**1,302,000**	**1,890,000**	**4,019,000**	**1,686,000**	**1,410,000**	**1,671,000**	**1,870,000**	**2,020,000**	**1,830,000**
		% of Total 10 Year Program	**100.00%**	**13.31%**	**6.38%**	**9.26%**	**19.69%**	**8.26%**	**6.91%**	**8.18%**	**9.16%**	**9.89%**	**8.96%**

LEGEND: *N = New Submission / / R = Resubmission*

* *Gross Cost amount is net of GST rebate/ITC*

Annual Increase/(Decrease) For Period 1997 – 2006 Over Last Year's Program											
*Totals from 1997 – 2006 **Proposed** Capital Budget Program*	20,416,000	2,718,000	1,302,000	1,890,000	4,019,000	1,686,000	1,410,000	1,671,000	1,870,000	2,020,000	1,830,000
***Less:** Totals from 1996 – 2005 **Approved** Capital Budget Program*	21,782,000	1,274,000	1,672,000	1,774,000	4,189,000	1,601,000	1,972,000	5,087,000	2,595,000	1,618,000	N/A
Increase/(Decrease)		**1,444,000**	**(370,000)**	**116,000**	**(170,000)**	**85,000**	**(562,000)**	**(3,416,000)**	**(725,000)**	**402,000**	**1,830,000**
		*5 Year Trade–off Amount Required **(Gross)***			**1,020,000**						

Total Ten Year Program Increase/(Decrease): 1997 – 2006 Over 1996 – 2005	
*1997 – 2006 **Proposed** Capital Budget Program*	20,416,000
***Less:** 1996 – 2005 **Approved** Capital Budget Program*	24,458,000
Increase/(Decrease)	**(4,042,000)**

Information Breakdown By Submission Type	
Resubmissions:	
# Projects	34
$ Totals	17,579,000
New Submissions:	
# Projects	9
$ Totals	2,837,000

PROPERTY DEPARTMENT

1997 – 2006 PROVISIONAL CAPITAL BUDGET PROGRAM
(Appendix "B")

Changes Introduced Prior to 2001:

Submission Priority Number	Project Name	Change Code *	1997	1998	1999	2000	Total	Notes
2.0	C.U.P. – Replacements/Revisions & New Equip.	I	90,000				90,000	reflects Department's original recommendation
6.0	Accommodation Requirements – City Hall	I	50,000				50,000	reflects Department's original recommendation
7.0	Balfour Estate – Building Envelope Restoration	A	193,000				193,000	from 2002; Department's original recommendation = 1996
8.0	West Ave. School – Retrofit Heating System	A	198,000				198,000	from 2005; Department's original recommendation = 1996
9.0	City Hall – Replacement of Roof (Phase II)	A	300,000			(300,000)	0	reflects consultant's recommendation
10.0	Eastwood & Coronation Arenas – Rink Board Replacement	N	180,000				180,000	New project
11.0	City Hall – Elevator Retrofit	N	452,000				452,000	New project
12.0	City Hall – Council Chamber Refurbishing	N	125,000				125,000	New project
13.0	125 Barton St. West – Embankment Stabilization	N	25,000	150,000	100,000		275,000	New project
15.0	C.U.P. – Replacements/Revisions & New Equip.	R		(80,000)			(80,000)	reflects Department's original recommendation
17.0	Accommodation Requirements – City Hall	I			50,000	50,000	100,000	reflects Department's original recommendation
24.0	West Ave. School – Replacement of Roof	A			166,000		166,000	from 2004; reflects Department's original recommendation
25.0	C.U.P. – Building Automation System Upgrade (Phase II)	R				(60,000)	(60,000)	reflects cost sharing with Ontario Realty Corporation
31.0	Westmount Recreation Centre – Replacement of Roof	R				(56,000)	(56,000)	portion of work to be funded from Major Maintenance
33.0	Westmount Recreation Centre – Mechanical/Electrical Retrofit	A				145,000	145,000	from 2001; reflects Department's original recommendation
34.0	Football Hall of Fame – Mechanical/Electrical Retrofit	A				251,000	251,000	from 2002; reflects Department's original recommendation
(1)	McNab Recreation Centre – Replacement of Roof	X	(169,000)				(169,000)	funded from existing capital project surpluses
(2)	City Hall – Replacement of Existing Chillers & Associated Equip't	X		(340,000)			(340,000)	funding proposed under Canada – Ontario Infrastructure Works Program
(3)	Energy Management Projects	X		(100,000)	(200,000)	(200,000)	(500,000)	funding proposed under Canada – Ontario Infrastructure Works Program
			1,444,000	(370,000)	116,000	(170,000)	1,020,000	

*** Change Code Legend:**

N = New Project || **X** = Deleted Project || **A** = Advanced || **D** = Deferred || **I** = Increased Cost || **R** = Reduced Cost

(1) project number 27.0 from 1996 – 2005 Capital Budget Program
(2) project number 16.0 from 1996 – 2005 Capital Budget Program
(3) project number 24.2 – 24.4 from 1996 – 2005 Capital Budget Program

PROPERTY DEPARTMENT

1997 – 2006 PROVISIONAL CAPITAL BUDGET PROGRAM
(Appendix "C")

Changes Introduced After 2000:

Submission Priority Number	Project Name	Change Code *	2001	2002	2003	2004	2005	SubTotal	2006	Total	Notes
7.0	Balfour Estate – Building Envelope Restoration	A		(193,000)				(193,000)		(193,000)	to 1997; Department's original recommendation = 1996
8.0	West Ave. School – Retrofit Heating System	A					(198,000)	(198,000)		(198,000)	to 1997; Department's original recommendation = 1996
14.0	Major Maintenance – Civic Buildings	N						0	1,000,000	1,000,000	allowance extended into yr. 2006
15.0	C.U.P. – Replacements/Revisions & New Equipment	N						0	130,000	130,000	allowance extended into yr. 2006
17.0	Accommodation Requirements – City Hall	R,N	50,000	(250,000)				(200,000)	50,000	(150,000)	reflects Department's original recommendation; allowance extended into yr. 2006
18.0	Energy Management Projects	N						0	350,000	350,000	allowance extended into yr. 2006
24.0	West Ave. School – Replacement of Roof	A				(166,000)		(166,000)		(166,000)	to 1999; reflects Department's original recommendation
33.0	Westmount Recreation Centre – Mechanical/Electrical Retrofit	A	(145,000)					(145,000)		(145,000)	to 2000; reflects Department's original recommendation
34.0	Football Hall of Fame – Mechanical/Electrical Retrofit	A		(251,000)				(251,000)		(251,000)	to 2000; reflects Department's original recommendation
38.0	Bennetto Recreation Centre – Mechanical/Electrical Retrofit	N	180,000					180,000		180,000	New project
39.0	Norman "Pinky" Lewis Recreation Centre – Building Envelope Restoration	N		200,000				200,000		200,000	New project
41.0	Traffic Operations Centre – Replacement of Roof	N				500,000		500,000		500,000	New project
42.0	Copps Coliseum – Steam to Hot Water Conversion (Phase III)	N			13,000		600,000	613,000		613,000	New project
43.0	Copps Coliseum – Steam to Hot Water Conversion (Phase IV)	N			12,000			12,000	300,000	312,000	New project
(1)	MacNab St. Truck Tunnel – Ramp Heating	X		(68,000)				(68,000)		(68,000)	ramp heating to be discontinued
(2)	Major Accommodation Refurbishings – City Hall	X			(3,441,000)	(1,059,000)		(4,500,000)		(4,500,000)	responsibility transferred to Building Department
			85,000	(562,000)	(3,416,000)	(725,000)	402,000	(4,216,000)	1,830,000	(2,386,000)	

*** Change Code Legend:**

N = New Project || X = Deleted Project || A = Advanced || D = Deferred || I = Increased Cost || R = Reduced Cost

(1) project number 29.0 from 1996 – 2005 Capital Budget Program
(2) project number 39.0 from 1996 – 2005 Capital Budget Program

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property - Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) Major Maintenance - Civic Buildings
   (b) Type of Project Maintenance
   (c) Location See attached list
   (d) Scope/Description of Work To maintain and/or replace major building components within various civic buildings. This may include both work which is required occasionally during the life of a building and work of a one time nature. Attached is a list of proposed major maintenance requirements, identified to date for 1997.
   (e) Remarks

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department Culture & Recreation
   (b) Project Name See attached list
   (c) Start Year
   (d) Net City Cost $

4. DEPARTMENT PRIORITY ORDER: # 1 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	Yes
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
Major maintenance will minimize the dollars spent on reactive and temporary maintenance and help ensure civic buildings/facilities are functioning as safely and efficiently as possible.

Cost would be incurred on temporary repairs and maintenance. In addition, adverse effects on occupant/user safety and comfort and building operation may also result. In the case of the latter, building programs may be affected with the possibility of lost revenue.

6. FEASIBILITY STUDY:
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. PROJECT:
   (a) START DATE (YEAR) Jan. - 1997
   (b) COMPLETION DATE (YEAR) Dec. - 1997
   (c) GROSS COST (Start Year Dollars) $ 500,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 500,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ 500,000	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing $
Building Operations & Maintenance $
Other (specify) _____ $

GROSS COST (All Inclusive) $

(b) LESS RECOVERY/REVENUE (specify) _____ $

(c) NET CITY'S COST $

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Rob Swan
(b) Basis of assumptions Based on consultant recommendations and staff estimates prepared by Building Operations & Maintenance Division.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 22.1

(b) AT CITY'S COST OF $ 500,000

(c) SCHEDULED TO START IN THE YEAR 1997

[signature] 96-09-18
Signature of Department Head/ Local Board Manager *Date*

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $

Note: all amounts rounded to the nearest thousand dollars

PROPERTY DEPARTMENT

1997 – 2006 CAPITAL BUDGET PROGRAM
Attachment to Project Submission Form No. 1

Proposed Major Maintenance Projects for 1997

Location	Description of Work	Estimated Gross Cost
Various	General Roof Maintenance	36,000
Walker Pool*	Reroof (Reroofed Mohawk Sports Bldg. "A" 1996)	11,000
Dundurn Castle*	Reroof Old Restaurant (Reroofed Stable 1996)	98,000
Bennetto Recreation Centre	Pool Sound Control Replacement	80,000
Westmount Recreation Centre	Gas Meter Enclosure	3,000
Kiwanis Recreation Centre	Replace Exterior Rear Doors	5,000
J.T. Pool	Modify Filter Room Service Access Door	5,000
Westmount Recreation Centre	Replace Pool Roof	60,000
City Hall	Exterior Wishbone Remediation	95,000
N.P. Lewis Recreation Centre	Building Condition Study	30,000
Coronation Arena/Pool	Repour Low Roof	40,000
Gilkson Park	Reroof	4,000
Powell Park	Reroof	18,000
Walker Pool	Remove Filter Room Extension	15,000
Total		**500,000**

* project carried forward from 1996

REFERENCE TO RELATED PROJECTS:

Project Name	Start Year	Net City Cost
1) Dundurn Castle – Landscape Restoration	1998	800,000
2) Westmount Recreation Centre – Reconstruction/Expansion	2000	8,172,000
3) Hamilton East Kiwanis – Design & Construction	2002	5,284,000
4) Walker Pool – Outdoor Pools Rehabilitation	1997	995,000

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division
2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) C.U.P. Replacements/Revisions & New Equip.
   (b) Type of Project Maintenance
   (c) Location See attached list.
   (d) Scope/Description of Work To replace, repair and acquire equipment pertaining to mechanical and electrical systems and components in the Central Utilities Plant (C.U.P.) And C.U.P. serviced facilities. Attached is a list of proposed requirements, identified to date for 1997.
   (e) Remarks
3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $
4. **DEPARTMENT PRIORITY ORDER:** # 2 of 43
5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
The maintenance of mechanical and electrical systems is essential to the safe and efficient functioning of civic facilities in the City's downtown core.

Costs would be incurred on temporary repairs and maintenance with the potential for failure and mechanical/electrical systems, adversely affecting occupant/user safety and comfort and building operation. In the case of the latter, lost revenue may also result.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $
7. **PROJECT:**

(a)	START DATE (YEAR)	Jan. - 1997
(b)	COMPLETION DATE (YEAR)	Dec. - 1997
(c)	GROSS COST (Start Year Dollars)	$ 90,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy)	$
(e)	LESS OTHER RECEIPTS (Specify)	$
(f)	NET CITY'S COST	$ 90,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ 90,000	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a)	Staffing	$
	Building Operations & Maintenance	$ (12,000)
	Other (specify) _____	$
	GROSS COST (All Inclusive)	$ (12,000)
(b)	LESS RECOVERY/REVENUE (specify) _____	$
(c)	NET CITY'S COST	$ (12,000)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:
(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on consultant recommendations and staff estimates prepared by Building Operations & Maintenance Division.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No _ Yes x; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	23.2
(b)	AT CITY'S COST OF	$ 170,000
(c)	SCHEDULED TO START IN THE YEAR	1998

Signature of Department Head/ Local Board Manager

96-09-18
Date

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

PROPERTY DEPARTMENT

1997 - 2006 CAPITAL BUDGET PROGRAM
Attachment to Project Submission Form No. 2

Proposed Replacements/Revisions & New Equipment (C.U.P.) for 1997

	Location	Description of Work	Estimated Gross Cost
1)	Copps Coliseum	Install natural gas domestic hot water heater	40,000
2)	Hamilton Convention Centre	Replace electric domestic hot water tank with natural gas alternative	50,000
	Total		**$90,000**

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property - Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) Convert A/C Equipment from CFC-11 to SUVA 123
   (b) Type of Project Maintenance
   (c) Location C.U.P., Copps Coliseum, City Hall, Library
   (d) Scope/Description of Work To convert existing building air conditioning systems and ice making refrigeration systems to more environmentally acceptable refrigerants.
   (e) Remarks

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. DEPARTMENT PRIORITY ORDER: # 3 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	Yes
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
The production of CFC-11 ceased in 1995 for environmental reasons.

The corporation would be forced to continue using CFC-11, the price for which will escalate exorbitantly as supplies are depleted. Once depleted, the a/c equipment will become inoperable, affecting programs, revenues, and occupancy comfort.

6. FEASIBILITY STUDY:
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. PROJECT:
   (a) START DATE (YEAR) Jan. - 1997
   (b) COMPLETION DATE (YEAR) Dec. - 1998
   (c) GROSS COST (Start Year Dollars) $ 342,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 342,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ 171,000	- 2002	$
- 1998	$ 171,000	- 2003	$
- 1999	$	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing $
Building Operations & Maintenance $
Other (specify) _____ $

GROSS COST (All Inclusive) $

(b) LESS RECOVERY/REVENUE (specify) _____ $

(c) NET CITY'S COST $

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on manufacturer's estimates.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No _ Yes X; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 14.1 - 14.3

(b) AT CITY'S COST OF $ 500,000

(c) SCHEDULED TO START IN THE YEAR 1996

_____ 96-09-18
Signature of Department Head/ Local Board Manager *Date*

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property-Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) Hill Park Pool - Mech./Electrical Retrofit
   (b) Type of Project Maintenance
   (c) Location Hill Park Recreation Centre
   (d) Scope/Description of Work To replace the pool filtration system and related mechanical/electrical systems.
   (e) Remarks

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. DEPARTMENT PRIORITY ORDER: # 4 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	No
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
Many of the systems will have reached their life expectancy in 1997.

Cost reduction will not permit the work necessary to retrofit the entire system resulting in potential for lost programme time, increased maintenance costs and possible health and safety concerns among staff and the public. Delays to an/or elimination of this project would intensify these concerns.

6. FEASIBILITY STUDY:
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. PROJECT:

(a)	START DATE (YEAR)	Apr. - 1997
(b)	COMPLETION DATE (YEAR)	Sep. - 1997
(c)	GROSS COST (Start Year Dollars)	$ 289,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy)	$
(e)	LESS OTHER RECEIPTS (Specify)	$
(f)	NET CITY'S COST	$ 289,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ 289,000	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing $
Building Operations & Maintenance $
Other (specify) _____ $

GROSS COST (All Inclusive) $

(b) LESS RECOVERY/REVENUE (specify) _____ $

(c) NET CITY'S COST $

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on staff estimates prepared by Building Operations & Maintenance Division.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 25.0

(b) AT CITY'S COST OF $ 289,000

(c) SCHEDULED TO START IN THE YEAR 1997

Signature of Department Head/ Local Board Manager

96-09-18
Date

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property-Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) City Hall - Replacement of Boilers
   (b) Type of Project Maintenance
   (c) Location City Hall
   (d) Scope/Description of Work To replace one of the two main heating boilers in City Hall.
   (e) Remarks

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. DEPARTMENT PRIORITY ORDER: # 5 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
The existing boilers were installed in 1968 and will have reached their life expectancy in 1997

Without a plan to replace these boilers, repairs will continue to be made where possible until their inevitable failure. In addition, potential energy savings would not be realized.

6. FEASIBILITY STUDY:
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. PROJECT:

(a)	START DATE (YEAR)	Mar. - 1997
(b)	COMPLETION DATE (YEAR)	Oct. - 1997
(c)	GROSS COST (Start Year Dollars)	$ 145,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy)	$
(e)	LESS OTHER RECEIPTS (Specify)	$
(f)	NET CITY'S COST	$ 145,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ 145,000	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a)	Staffing	$
	Building Operations & Maintenance	$ (5,000)
	Other (specify) _____	$
	GROSS COST (All Inclusive)	$ (5,000)
(b)	LESS RECOVERY/REVENUE (specify) _____	$
(c)	NET CITY'S COST	$ (5,000)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:
(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on staff estimates prepared by Building Operations & Maintenance Division.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No _ Yes x; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	26.0
(b)	AT CITY'S COST OF	$ 145,000
(c)	SCHEDULED TO START IN THE YEAR	1997

Signature of Department Head/ Local Board Manager

96-09-18
Date

12. *FUNDING (Treasury Department To Complete):*

(a) *NATURE OF PROPOSED FINANCING:* _____

(b) *RESERVE/CAPITAL LEVY FUNDING AVAILABLE:*

Yes __ *No* __

(c) *IF DEBENTURE FINANCING:*

(i) *ANNUAL DEBENTURE FINANCING COST:* $ _____

(ii) *TOTAL CARRYING COST OF RETIRING DEBT:* $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) Accommodation Requirements - City Hall
   (b) Type of Project Accommodation Requirements
   (c) Location City Hall
   (d) Scope/Description of Work To repair, replace or relocate existing office furniture and equipment or to acquire same, in order to adequately accommodate the changing requirements of City Hall staff. Accommodation requirements may result from departmental re-organizations and include the relocation or installation of telephone lines, electrical outlets, wall partitions, floor coverings and the like.
   (e) Remarks

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. DEPARTMENT PRIORITY ORDER: # 6 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	No
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
A comfortable and functional work environment is an important contributor to an employee's overall productivity and morale.

Will restrict or possibly eliminate the City's ability to effectively accommodate staff, resulting in the inefficient use of floor space and possible adverse effects of employee morale and productivity.

6. FEASIBILITY STUDY:
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. PROJECT:
   (a) START DATE (YEAR) Jan. - 1997
   (b) COMPLETION DATE (YEAR) Dec. - 1997
   (c) GROSS COST (Start Year Dollars) $ 50,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 50,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ 50,000	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $
Building Operations & Maintenance $
Other (specify) _____ $

GROSS COST (All Inclusive) $

(b) LESS RECOVERY/REVENUE (specify) _____ $

(c) NET CITY'S COST $

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name Dan Vyce
(b) Basis of assumptions General estimate/allowance.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 21.0

(b) AT CITY'S COST OF $ 50,000

(c) SCHEDULED TO START IN THE YEAR 1998

D Vyce — 96-09-18

Signature of Department Head/ Local Board Manager — *Date*

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property - Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) Balfour Estate - Bldg. Envelope Restoration
   (b) Type of Project Maintenance
   (c) Location Balfour Estate
   (d) Scope/Description of Work To repair the estate's building envelope.
   (e) Remarks This project was originally proposed for the year 1996 but deferred during the Capital Budget process.

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department _____
   (b) Project Name _____
   (c) Start Year _____
   (d) Net City Cost $ _____

4. DEPARTMENT PRIORITY ORDER: # 7 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	No
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	Yes
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
The findings of a recent condition survey indicate that the estate's building envelope is in need of repair. A recent inspection by staff revealed further deterioration of building's condition. Infiltration of the elements will result in irreparable damage to the building structure and interior components.

This property is designated by the Ontario Heritage Foundation.

6. FEASIBILITY STUDY:
   (a) START DATE (YEAR) _____
   (b) COMPLETION DATE (YEAR) _____
   (c) GROSS COST $ _____

7. PROJECT:

(a)	START DATE (YEAR)	Jan. - 1997
(b)	COMPLETION DATE (YEAR)	Dec. - 1997
(c)	GROSS COST (Start Year Dollars)	$ 193,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____	$ _____
(e)	LESS OTHER RECEIPTS (Specify) _____	$ _____
(f)	NET CITY'S COST	$ 193,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ 193,000	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Rob Swan
(b) Basis of assumptions Based on consultant recommendations.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 19.0

(b) AT CITY'S COST OF $ 193,000

(c) SCHEDULED TO START IN THE YEAR 2002

Signature of Department Head/
Local Board Manager

96-09-18
Date

---

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property - Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) West Avenue School - Retrofit Heating System
   (b) Type of Project Maintenance
   (c) Location West Avenue School
   (d) Scope/Description of Work To upgrade the piping system and heat distribution equipment. In addition, the chimney is in need of a new liner and some masonry work.
   (e) Remarks This project was originally proposed for year 1995 but deferred during the Capital Budget process. An additional $4,000 was spent on boiler repairs during the 1995/96 heating season due to multiple boiler failures.

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department _____
   (b) Project Name _____
   (c) Start Year _____
   (d) Net City Cost $ _____

4. DEPARTMENT PRIORITY ORDER: # 8 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
The existing steam boiler dates back to 1961 and has now reached its life expectancy. A recent condition survey recommends that chimney repairs are also required. The boiler will eventually fail and the building will be without heating equipment.

This property is designated by the Ontario Heritage Foundation.

6. FEASIBILITY STUDY:
   (a) START DATE (YEAR) _____
   (b) COMPLETION DATE (YEAR) _____
   (c) GROSS COST $ _____

7. PROJECT:
   (a) START DATE (YEAR) Apr. - 1997
   (b) COMPLETION DATE (YEAR) Oct. - 1997
   (c) GROSS COST (Start Year Dollars) $ 198,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____ $ _____
   (e) LESS OTHER RECEIPTS (Specify) _____ $ _____
   (f) NET CITY'S COST $ 198,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ 198,000	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a)	Staffing	$
	Building Operations & Maintenance	$ (3,500)
	Other (specify) _____	$
	GROSS COST (All Inclusive)	$ (3,500)
(b)	LESS RECOVERY/REVENUE (specify) _____	$
(c)	NET CITY'S COST	$ (3,500)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:
(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on consultant recommendations.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No _ Yes x; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	12.0
(b)	AT CITY'S COST OF	$ 198,000
(c)	SCHEDULED TO START IN THE YEAR	2005

Signature of Department Head/ Local Board Manager

96-09-18
Date

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) City Hall - Replacement of Roof (Phase II)
   (b) Type of Project Maintenance
   (c) Location City Hall
   (d) Scope/Description of Work To replace sections of roof at City Hall which were not replaced in 1995. A 1996 condition analysis was completed on the five remaining sections and determined four of the five would not provide reliable service until the year 2000 as previously expected.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 9 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
This is a maintenance requirement based on the typical life expectancy of this type of roofing system. The scheduling of this replacement for the year 1997 is supported by professional roof inspections both destructive and non-destructive. At this time these sections have reached their normal life expectancy and are expected to require increasing maintenance.

Arbitrary postponement of this project will result in an increase in temporary repairs being required in order to prevent the elements from causing significant permanent damage to the building structure and envelope. The roof will inevitably require replacement at a far greater cost.

6. **FEASIBILITY STUDY:**

(a)	START DATE (YEAR)	1996
(b)	COMPLETION DATE (YEAR)	1996
(c)	GROSS COST	$

7. **PROJECT:**

(a)	START DATE (YEAR)	Jan. - 1997
(b)	COMPLETION DATE (YEAR)	Dec. - 1997
(c)	GROSS COST (Start Year Dollars)	$ 300,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy)	$
(e)	LESS OTHER RECEIPTS (Specify)	$
(f)	NET CITY'S COST	$ 300,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ 300,000	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $
Building Operations & Maintenance $
Other (specify) _____ $

GROSS COST (All Inclusive) $

(b) LESS RECOVERY/REVENUE (specify) _____ $
_____

(c) NET CITY'S COST $

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name Rob Swan
(b) Basis of assumptions Based on consultant recommendations.
_____

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 40.0

(b) AT CITY'S COST OF $ 500,000

(c) SCHEDULED TO START IN THE YEAR 2000

_____ 96-09-18
Signature of Department Head/ Local Board Manager *Date*

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Rink Board Replacement
   (b) Type of Project Maintenance
   (c) Location Eastwood & Coronation Arenas
   (d) Scope/Description of Work To completely refurbish the arena's hockey boards reusing the present framing and superstructure. Some wood, plastic and glass to be replaced. Several of the gates and doors will also be refurbished with new hinges, latches etc..
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department Culture & Recreation
   (b) Project Name Eastwood Arena Retrofit-Design & Construction/ Coronation Arena & Outdoor Pool Renovation & Expansion
   (c) Start Year 2002/2000
   (d) Net City Cost $ 12.145M/6.140M

4. **DEPARTMENT PRIORITY ORDER:** # 10 of 43

PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	No
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
The present rink board structure is about 10 to 12 years old. Several repairs have been made over the years to maintain safety. The boards have reached or exceeded their expected life cycle.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR) _____
   (b) COMPLETION DATE (YEAR) _____
   (c) GROSS COST $ _____

7. **PROJECT:**
   (a) START DATE (YEAR) 1997
   (b) COMPLETION DATE (YEAR) 1997
   (c) GROSS COST (Start Year Dollars) $ 180,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____ $ _____
   (e) LESS OTHER RECEIPTS (Specify) _____ $ _____
   (f) NET CITY'S COST $ 180,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ 180,000	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Rob Swan
(b) Basis of assumptions Based on staff estimates prepared by Building Operations and Maintenance Division.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No x Yes _; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) _____

(b) AT CITY'S COST OF $ _____

(c) SCHEDULED TO START IN THE YEAR _____

_____ 96-09-18
Signature of Department Head/ Local Board Manager *Date*

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Elevator Retrofit
   (b) Type of Project Maintenance
   (c) Location City Hall
   (d) Scope/Description of Work Supply and install an Elevonic 411 control panel and related equipment and provide barrier free improvements. Existing elevator controls and motor generator sets will be replaced.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 11 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	No
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	Yes
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
This electronic modification will provide performance improvements to the elevator (improve elevator response time and free up individual cars to respond more quickly to calls) and energy savings. The study done by Otis projects savings resulting from staff efficiencies in the amount of $57,930.

6. **FEASIBILITY STUDY:**

(a)	START DATE (YEAR)	1996
(b)	COMPLETION DATE (YEAR)	1996
(c)	GROSS COST	$

7. **PROJECT:**

(a)	START DATE (YEAR)	1997
(b)	COMPLETION DATE (YEAR)	1997
(c)	GROSS COST (Start Year Dollars)	$ 452,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy)	$
(e)	LESS OTHER RECEIPTS (Specify)	$
(f)	NET CITY'S COST	$ 452,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ 452,000	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a)	Staffing	$ _____
	Building Operations & Maintenance	$ 8,380
	Other (specify) _____	$ _____
	GROSS COST (All Inclusive)	$ 8,380
(b)	LESS RECOVERY/REVENUE (specify) _____	$ _____
(c)	NET CITY'S COST	$ 8,380

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**
(a) Project Manager's Name R. Swan
(b) Basis of assumptions Otis Elevator Traffic Study (Performance analysis and Modernization Study).

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No x Yes _; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) _____

(b) AT CITY'S COST OF $ _____

(c) SCHEDULED TO START IN THE YEAR _____

mcJ Watts
Signature of Department Head/ Local Board Manager

Oct 10/96
Date

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Council Chamber Refurbishing
   (b) Type of Project Maintenance
   (c) Location City Hall
   (d) Scope/Description of Work Perimeter curtains to be replaced with sheers and blackout drapes. Same to be installed on windows between Council Chamber and 2nd floor lobby. Media (TV) lighting to be replaced with ceiling or wall mounted brackets and fixtures, carpet and underlay to be replaced, wood surfaces to be refinished, main floor chairs to be replaced, and white painted surfaces to be refinished.
   (e) Remarks Some of these areas are original and have not been addressed since 1960.

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department _____
   (b) Project Name _____
   (c) Start Year _____
   (d) Net City Cost $ _____

4. **DEPARTMENT PRIORITY ORDER:** # 12 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	No
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	No
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	No
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
Council is attended by many people including dignitaries, heads of state etc.. Present appointment is 35 years old. Media coverage is done weekly from this location. It is important to project a positive image without flaunting extravagance.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR) _____
   (b) COMPLETION DATE (YEAR) _____
   (c) GROSS COST $ _____

7. **PROJECT:**
   (a) START DATE (YEAR) 1997
   (b) COMPLETION DATE (YEAR) 1997
   (c) GROSS COST (Start Year Dollars) $ 125,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____ $ _____
   (e) LESS OTHER RECEIPTS (Specify) _____ $ _____
   (f) NET CITY'S COST $ 125,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ 125,000	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Rob Swan
(b) Basis of assumptions Quotations were obtained for various components--some items previously submitted to Council for consideration.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No x Yes _; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) _____

(b) AT CITY'S COST OF $ _____

(c) SCHEDULED TO START IN THE YEAR _____

_____ 96-09-18
Signature of Department Head/ Local Board Manager *Date*

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Embankment Stabilization
   (b) Type of Project Grounds Maintenance
   (c) Location 125 Barton Street West
   (d) Scope/Description of Work This project is a three part plan spanning 1997 - 1999. In 1997 detailed engineering will be complete. In 1998 and 1999 2 phases of remedial work will take place to restore the grounds and properties around 125 Barton Street West to a safe and secure condition.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 13 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	No
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	Yes
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	No
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
The area of land surrounding 125 Barton Street West is elevated substantially on the east and south sides of the property. The area has become unstable and is jeopardizing upper properties and the main building at 125 Barton Street W.

6. **FEASIBILITY STUDY:**

(a)	START DATE (YEAR)	1996
(b)	COMPLETION DATE (YEAR)	1997
(c)	GROSS COST	$ 25,000

7. **PROJECT:**

(a)	START DATE (YEAR)	1997
(b)	COMPLETION DATE (YEAR)	1999
(c)	GROSS COST (Start Year Dollars)	$ 275,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy)	$
(e)	LESS OTHER RECEIPTS (Specify)	$
(f)	NET CITY'S COST	$ 275,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ 25,000	- 2002	$
- 1998	$ 150,000	- 2003	$
- 1999	$ 100,000	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a)	Staffing	$
	Building Operations & Maintenance	$ 2,000
	Other (specify) _____	$
	GROSS COST (All Inclusive)	$ 2,000
(b)	LESS RECOVERY/REVENUE (specify) _____	$
(c)	NET CITY'S COST	$ 2,000

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:
(a) Project Manager's Name Rob Swan
(b) Basis of assumptions 1996-1997 Study

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No X Yes _; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) _____

(b) AT CITY'S COST OF $ _____

(c) SCHEDULED TO START IN THE YEAR _____

Signature of Department Head/
Local Board Manager

96-09-18
Date

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property - Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) Major Maintenance - Civic Buildings
   (b) Type of Project Maintenance
   (c) Location See attached list
   (d) Scope/Description of Work To maintain and/or replace major buildings components within various civic buildings. This may include both work which is required occasionally during the life of a building, work of a one time nature, and unanticipated repairs that may arise. Attached is a list of proposed major maintenance requirements, identified to date, for the years beyond 1997.
   (e) Remarks

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department Culture & Recreation
   (b) Project Name See attached list
   (c) Start Year
   (d) Net City Cost $

4. DEPARTMENT PRIORITY ORDER: # 14 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	Yes
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
Major maintenance will minimize the dollars spent on reactive and temporary maintenance and help ensure civic buildings are functioning as safely and efficiently as possible.

Costs would be incurred on temporary repairs and maintenance. In addition, adverse effects on occupant/user safety and comfort and building operation also result. In the case of the latter, building programs may be affected the possibility of lost revenue.

6. FEASIBILITY STUDY:
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. PROJECT:
   (a) START DATE (YEAR) Jan. - 1998
   (b) COMPLETION DATE (YEAR) Sep. - 2006
   (c) GROSS COST (Start Year Dollars) $ 7,000,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 7,000,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$	- 2002	$ 800,000
- 1998	$ 600,000	- 2003	$ 800,000
- 1999	$ 600,000	- 2004	$ 900,000
- 2000	$ 700,000	- 2005	$ 900,000
- 2001	$ 700,000	- 2006	$ 1,000,000

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing $ ____
Building Operations & Maintenance $ ____
Other (specify) ____ $ ____

GROSS COST (All Inclusive) $ ____

(b) LESS RECOVERY/REVENUE (specify) ____ $ ____

(c) NET CITY'S COST $ ____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Rob Swan
(b) Basis of assumptions Based on consultant recommendations and staff estimates prepared by Building Operations & Maintenance Division.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 22.2 - 22.9

(b) AT CITY'S COST OF $ 6,000,000

(c) SCHEDULED TO START IN THE YEAR 1998

Signature of Department Head/ Local Board Manager

96-09-18
Date

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: ____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ ____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ ____

Note: all amounts rounded to the nearest thousand dollars

PROPERTY DEPARTMENT

1997 – 2006 CAPITAL BUDGET PROGRAM
Attachment to Project Submission Form No. 14

Proposed Major Maintenance Projects for Years Beyond 1997

Location	Description of Work	Estimated Gross Cost
Various	Annual General Roof Maintenance	35,000
Churchill Recreation Centre	Building Condition Study	30,000
West Avenue School	Building Condition Study	60,000
Sackville Seniors' Centre	Exterior Woodwork Refinishing	20,000
MacNab Recreation Centre	Install Dehumidifier	70,000
Mountain Arena	Building Condition Study	40,000
Laurier Recreation Centre	Building Condition Study	30,000
N. P. Lewis Recreation Centre	Refurbish Quarry Tile Floors	20,000
J. T. Pool	Pool Sound Control Replacement	80,000
Mt. Drive Park Fieldhouse	Mechanical/Electrical Retrofit & Reroofing	35,000
Gage Park Bandshell	Refurbishing	70,000
Woolverton Park Fieldhouse	Mechanical/Electrical Retrofit & Reroofing	35,000
Montgomery Fieldhouse	Mechanical/Electircal Retrofit	25,000
Eastmount Recreation Centre	Install Security Screens – Exterior Windows	4,000
City Hall	Clerk's Elevator Modification	50,000
125 Barton St. W.	Asphalt Maintenance (P&M Shop)	20,000
125 Barton St. W.	Replace Rollup Door (P&M Shop)	16,000
Victoria Park Storage/Chgrm.	Reroofing	7,000
107 Graham	Reroofing	5,000
Kiwanis Recreation Centre	Retile General Areas and Various Rooms	11,000
Buchanan Park Fieldhouse	Mechanical/Electrical Retrofit & Reroofing	30,000
Macassa Park Fieldhouse	Mechanical/Electrical Retrofit & Reroofing	30,000
Laurier Recreation Centre	Pool Sound Control Replacement	70,000
Barton Community Centre	Mechanical/Electrical Retrofit	60,000
City Hall	Install Bird Screens–Garage Exterior	7,500
City Hall	Replace Operators West Front Doors	36,500
Globe Park Fieldhouse	Washroom Refurbishing & Reroofing	50,000
Market/Library	Replace Domestic Hot Water Tanks	14,000
Montgomery Fieldhouse	Reroofing	17,000
Eastmount Recreation Centre	Reroofing	30,000
Alexander Park Fieldhouse	Reroofing	6,000
H.A.A.A. Fieldhouse	Reroofing	10,000
Bernie Arbor Fieldhouse	Reroofing	30,000
Mohawk Sports Park	Reroofing	85,000
Dalewood Recreation Centre	Pool Sound Control Replacement	75,000
Dalewood Recreation Centre	Replace Rooftop Heating/Ventilating Units	75,000
Dalewood Recreation Centre	Replace Pool Lighting	25,000
Dalewood Recreation Centre	Replace Exterior Windows	50,000
Sackville Hill Park Stadium	Reroofing	11,500
Eastwood Grandstand	Replacement or Demolition	70,000
Kenilworth Composite Building	Roof Replacement–Fire Section	50,000
662 Rymal Rd. E.	Reroofing	8,500
Sam Manson Park Fieldhouse	Reroofing	20,000
Sam Lawrence Park Pavilion	Reroofing	25,000
Military Museum	Reroofing	85,000
Pedestrian Bridge/King St.	Reroofing	10,000
Lucy Day Park Fieldhouse	Reroofing	4,500
1150 Leaside	Reroofing	5,000
Football Hall of Fame	Reroofing	90,000
Mahoney Park Fieldhouse	Reroofing	20,000
2656 King St. E.	Reroofing	5,000
Garth & Mohawk Fire Station	Reroofing	60,000
Barton & Wentworth Fire Station	Reroofing (yr. 2007)	65,000
Up. Wellington & Stonechurch Fire Station	Reroofing (yr. 2016)	70,000
Total		1,963,500

PROPERTY DEPARTMENT

1997 – 2006 CAPITAL BUDGET PROGRAM
Attachment to Project Submission Form No. 14

Proposed Major Maintenance Projects for Years Beyond 1997

REFERENCE TO RELATED PROJECTS:

Project Name	Start Year	Net City Cost
1) Dalewood Recreation Centre Retrofit – Retrofit	1999	4,670,000
2) Hamilton Military Museum Redevelopment	1999	2,877,000
3) Hamilton East Kiwanis	2002	5,284,000

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) C.U.P. - Replacements/Revisions & New Equip.
   (b) Type of Project Maintenance
   (c) Location See attached list.
   (d) Scope/Description of Work To replace, repair and acquire equipment pertaining to mechanical and electrical systems and components in the Central Utilities Plant (C.U.P.) and C.U.P. serviced facilities. Attached is a list of proposed requirements, identified to date, for the years beyond 1997.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 15 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	Yes
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
The maintenance of mechanical and electrical systems is essential to the safe and and efficient functioning of civic facilities in the City's downtown core.

Costs would be incurred on temporary repairs and maintenance with the potential for failure of mechanical/electrical systems, adversely affecting occupant/user safety and comfort and building operation. In the case of the latter, lost revenue may also result.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) Jan. - 1998
   (b) COMPLETION DATE (YEAR) Dec. - 2006
   (c) GROSS COST (Start Year Dollars) $ 970,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 970,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$	- 2002	$ 110,000
- 1998	$ 90,000	- 2003	$ 110,000
- 1999	$ 90,000	- 2004	$ 120,000
- 2000	$ 100,000	- 2005	$ 120,000
- 2001	$ 100,000	- 2006	$ 130,000

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ ____
Building Operations & Maintenance $ ____
Other (specify) ____ $ ____

GROSS COST (All Inclusive) $ ____

(b) LESS RECOVERY/REVENUE (specify) ____ $ ____

(c) NET CITY'S COST $ ____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on consultant recommendations and staff estimates prepared by Building Operations & Maintenance Division.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 23.2 - 23.9

(b) AT CITY'S COST OF $ 920,000

(c) SCHEDULED TO START IN THE YEAR 1998

Signature of Department Head/ Local Board Manager

96-09-18
Date

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: ____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ ____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ ____

Note: all amounts rounded to the nearest thousand dollars

PROPERTY DEPARTMENT

1997 - 2006 CAPITAL BUDGET PROGRAM
Attachment to Project Submission Form No. 15

Proposed Replacements/Revisions & New Equipment (C.U.P.) for Years Beyond 1997

	Location	Description of Work	Estimated Gross Cost
1)	Hamilton Public Library	Replace electronic control panel on chiller and heat pump	35,000
2)	Hamilton Convention Centre	Replace Canadrive systems with constant AC motors	70,000
3)	Central Utilities Plant	Needs study for Building Automation System Upgrade	30,000
4)	Copps Coliseum	Feasibility Study for replacement of inlet dampers on main air handling equipment	10,000
5)	Hamilton Convention Centre	Install secondary air filtering media bank in all supply air systems	50,000
6)	Hamilton Convention Centre	Refurbishing of humidifier systems on main air handling units	25,000
7)	Central Utilities Plant	Install motorized control valve for chilled water storage system	15,000
8)	Central Utilities Plant	CAD system and 24" scanner for blueprint archival and updating	30,000
9)	Hamilton Place	Replace heating and cooling pumps	60,000
10)	City Hall	Replacement of various hydronic systems	100,000
11)	City Hall	Feasibility Study for removal of hydropneumatic tank	10,000
	Total		$435,000

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Central Fire Station - Mech./Elec. Retrofit
   (b) Type of Project Maintenance
   (c) Location Central Fire Station
   (d) Scope/Description of Work To refurbish the air conditioning, plumbing, and electrical systems in the older section of the station.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 16 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	No
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
Many of the systems will have reached their life expectancy in 1998. The essential systems in the older section of the fire station will continue to deteriorate and ultimately fail.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) Jan. - 1998
   (b) COMPLETION DATE (YEAR) Dec. - 1998
   (c) GROSS COST (Start Year Dollars) $ 241,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 241,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ _____	- 2002	$ _____
- 1998	$ 241,000	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on staff estimates prepared by Building Operations & Maintenance Division.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 30.0

(b) AT CITY'S COST OF $ 241,000

(c) SCHEDULED TO START IN THE YEAR 1998

Signature of Department Head/ Local Board Manager

96-09-18
Date

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Accommodation Requirements - City Hall
   (b) Type of Project Accommodation requirements
   (c) Location City Hall
   (d) Scope/Description of Work To repair, replace or relocate existing office furniture and equipment or to acquire same, in order to adequately accommodate the changing requirements of City Hall staff. Accommodation requirements may Result from departmental re-organizations and include the relocation or installation of telephone lines, electrical outlets, wall partitions, floor coverings and the like.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 17 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**
   (a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)
   (b) HEALTH/SAFETY/ENVIRONMENT
   (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT
   (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)
   (e) ECONOMIC DEVELOPMENT
   (f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)
   (g) REDUCE ONGOING COST (Staffing and/or Operating Costs)
   (h) GROWTH RELATED PROJECT

   Describe Justification:
   A comfortable and functional work environment is an important contributor to an employee's overall productivity and morale.

   Will restrict or possibly eliminate the City's ability to effectively accommodate staff, resulting in the inefficient use of floor space and possible adverse effects on employee morale and productivity.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) Jan. - 1998
   (b) COMPLETION DATE (YEAR) Dec. - 2006
   (c) GROSS COST (Start Year Dollars) $ 450,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 450,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ _____	- 2002	$ 50,000
- 1998	$ 50,000	- 2003	$ 50,000
- 1999	$ 50,000	- 2004	$ 50,000
- 2000	$ 50,000	- 2005	$ 50,000
- 2001	$ 50,000	- 2006	$ 50,000

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name Dan Vyce
(b) Basis of assumptions General estimate/allowance

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 28.6 - 28.9

(b) AT CITY'S COST OF $ 450,000

(c) SCHEDULED TO START IN THE YEAR 2002

D Vyce
Signature of Department Head/ Local Board Manager

96-09-18
Date

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Energy Management Projects
   (b) Type of Project Energy Management
   (c) Location See the attached list
   (d) Scope/Description of Work To conduct energy audits at civic facilities and implement energy saving measures. Attached is a list of proposed energy management projects identified to date for the years beyond 2000.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 18 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
Energy management initiatives usually improve indoor environmental conditions as well as extend the life of affected equipment. All proposed projects, as well as those completed to date, have a simple payback period of seven years or less.

Foregone energy savings as well as reduced life expectancy for affected equipment.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) Jan. - 2001
   (b) COMPLETION DATE (YEAR) Dec. - 2006
   (c) GROSS COST (Start Year Dollars) $ 1,800,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 1,800,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$	- 2002	$ 250,000
- 1998	$	- 2003	$ 300,000
- 1999	$	- 2004	$ 300,000
- 2000	$	- 2005	$ 350,000
- 2001	$ 250,000	- 2006	$ 350,000

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a)	Staffing	$
	Building Operations & Maintenance	$ (37,500)
	Other (specify)	$
	GROSS COST (All Inclusive)	$ (37,500)
(b)	LESS RECOVERY/REVENUE (specify)	$
(c)	NET CITY'S COST	$ (37,500)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**
(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on staff estimates prepared by Building Operations & Maintenance Division.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes x; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	24.2 - 24.9
(b)	AT CITY'S COST OF	$ 1,950,000
(c)	SCHEDULED TO START IN THE YEAR	1998

_____ _____
Signature of Department Head/ Local Board Manager *Date*

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12. *FUNDING (Treasury Department To Complete):*

(a) *NATURE OF PROPOSED FINANCING:* _____

(b) *RESERVE/CAPITAL LEVY FUNDING AVAILABLE:*

Yes __ *No* __

(c) *IF DEBENTURE FINANCING:*

(i)	*ANNUAL DEBENTURE FINANCING COST:*	$
(ii)	*TOTAL CARRYING COST OF RETIRING DEBT:*	$

Note: all amounts rounded to the nearest thousand dollars

PROPERTY DEPARTMENT

1997 - 2006 CAPITAL BUDGET PROGRAM
Attachment to Project Submission Form No. 18

Proposed Energy Management Projects for Years Beyond 2000

	Location	Description of Work	Estimated Gross Cost
1)	All Arenas	Installation of Low "E" Ceilings	$280,000
2)	All Arenas	Installation of Smart Drive units (controls ice temperature)	250,000
	Total		**$530,000**

CANADA-ONTARIO INFRASTRUCTURE WORKS PROGRAM*

1)	Rosedale Arena	"High Intensity Discharge (HID)" Lighting Conversion	$25,000
2)	Hamilton Convention Centre	"T8" Lighting Conversion	60,000
3)	All Recreation Centres	"T8" Lighting Conversion	100,000
4)	All Recreation Centres	Installation of Motion Sensors (lighting)	120,000
5)	All Culture & Recreation Facilities	Exit Lamp Retrofit	75,000
6)	Lawfield Arena	HID Lighting	25,000
7)	Traffic Operations Centre	HID Lighting Control	25,000
8)	Various	Other Energy Management Initiatives	70,000
	Total		**$500,000**

* approval pending

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$	- 2002	$
- 1998	$	- 2003	$
- 1999	$ 116,000	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $
Building Operations & Maintenance $
Other (specify) _____ $

GROSS COST (All Inclusive) $

(b) LESS RECOVERY/REVENUE (specify) _____ $

(c) NET CITY'S COST $

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name Rob Swan
(b) Basis of assumptions Based on consultant recommendations.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 33.0

(b) AT CITY'S COST OF $ 116,000

(c) SCHEDULED TO START IN THE YEAR 1999

Signature of Department Head/ Local Board Manager

96-09-18
Date

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property - Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) Dalewood Rec. Centre - Replacement of Roof
   (b) Type of Project Maintenance
   (c) Location Dalewood Recreation Centre
   (d) Scope/Description of Work To replace roof.
   (e) Remarks

3. REFERENCE TO RELATED PROJECTS:

(a)	Submitting Department	Culture & Recreation
(b)	Project Name	Dalewood Recreation Centre Retrofit
(c)	Start Year	1999
(d)	Net City Cost	$ 4,670,000

4. DEPARTMENT PRIORITY ORDER: # 20 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
The roof will have reached its normal life expectancy in 1999, at which time it will no longer be reliable in preventing infiltration of the outdoor elements. A recent condition survey indicated that the roof is in need of repairs.

Without a plan to replace the roof deck, it will continue to be repaired where possible, until it is no longer feasible, at which time complete replacement will be required. Any delays will increase the potential damage to the roof structure, interior components and building envelope.

6. FEASIBILITY STUDY:

(a)	START DATE (YEAR)	
(b)	COMPLETION DATE (YEAR)	
(c)	GROSS COST	$

7. PROJECT:

(a)	START DATE (YEAR)	Apr. - 1999
(b)	COMPLETION DATE (YEAR)	Sep. - 1999
(c)	GROSS COST (Start Year Dollars)	$ 97,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy)	$
(e)	LESS OTHER RECEIPTS (Specify)	$
(f)	NET CITY'S COST	$ 97,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ _____	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ 97,000	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Rob Swan
(b) Basis of assumptions Based on consultant recommendations.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 34.0

(b) AT CITY'S COST OF $ 97,000

(c) SCHEDULED TO START IN THE YEAR 1999

Signature of Department Head/ Local Board Manager

96-09-18
Date

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Churchill Rec. Centre - Mech./Elec. Retrofit
   (b) Type of Project Maintenance
   (c) Location Churchill Recreation Centre
   (d) Scope/Description of Work To replace or refurbish mechanical/electrical systems, including filtration system, lighting and plumbing.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 21 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
Many of the systems will have reached their normal life expectancy in 1999. Building equipment will require increased maintenance with associated costs. Services will become unreliable and inefficient. Equipment failure is imminent.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) Jan. - 1999
   (b) COMPLETION DATE (YEAR) Dec. - 1999
   (c) GROSS COST (Start Year Dollars) $ 203,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 203,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ ____	- 2002	$ ____
- 1998	$ ____	- 2003	$ ____
- 1999	$ 203,000	- 2004	$ ____
- 2000	$ ____	- 2005	$ ____
- 2001	$ ____	- 2006	$ ____

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ ____
Building Operations & Maintenance $ ____
Other (specify) ____ $ ____

GROSS COST (All Inclusive) $ ____

(b) LESS RECOVERY/REVENUE (specify) ____ $ ____

(c) NET CITY'S COST $ ____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on staff estimates prepared by Building Operations & Maintenance Division.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**

No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 35.0

(b) AT CITY'S COST OF $ 203,000

(c) SCHEDULED TO START IN THE YEAR 1999

Signature of Department Head/ Local Board Manager

96-09-18
Date

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: ____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ ____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ ____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Dalewood Rec. Centre - Mech./Elec. Retrofit
   (b) Type of Project Maintenance
   (c) Location Dalewood Recreation Centre
   (d) Scope/Description of Work To replace or refurbish mechanical/electrical systems, including lighting and plumbing, electrical distribution system, air handling and heating systems etc.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department Culture & Recreation
   (b) Project Name Dalewood Recreation Centre Retrofit
   (c) Start Year 1999
   (d) Net City Cost $ 4,670,000

4. **DEPARTMENT PRIORITY ORDER:** # 22 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
Many of the systems will have reached their normal life expectancy in 1999. Building equipment will require increased maintenance with associated costs. Services will become unreliable and inefficient. Equipment failure is imminent.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) Jan. - 1999
   (b) COMPLETION DATE (YEAR) Dec. - 1999
   (c) GROSS COST (Start Year Dollars) $ 251,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 251,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ _____	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ 251,000	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on staff estimates prepared by Building Operations & Maintenance Division.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 36.0

(b) AT CITY'S COST OF $ 251,000

(c) SCHEDULED TO START IN THE YEAR 1999

Signature of Department Head/ Local Board Manager

96-09-18
Date

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property - Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) Library/Market - Boiler Retrofit
   (b) Type of Project Maintenance
   (c) Location Library/Market
   (d) Scope/Description of Work To retrofit the building heating boiler as well as well as the domestic hot water system with natural gas equipment.
   (e) Remarks

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. DEPARTMENT PRIORITY ORDER: # 23 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	No
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
The existing equipment will have reached its normal life expectancy of 20 years in 1999. The gas fired equipment is expected to provide energy savings of approximately 20% over electricity, as well as improve on recovery time.

Building heating equipment will require increased maintenance with associated costs. Services will become unreliable and inefficient. Will not benefit from using more efficient energy source. Equipment failure is imminent.

6. FEASIBILITY STUDY:
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. PROJECT:
   (a) START DATE (YEAR) Jan. - 1999
   (b) COMPLETION DATE (YEAR) Dec. - 1999
   (c) GROSS COST (Start Year Dollars) $ 217,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 217,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ _____	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ 217,000	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a)	Staffing	$ _____
	Building Operations & Maintenance	$ (20,000)
	Other (specify) _____	$ _____
	GROSS COST (All Inclusive)	$ (20,000)
(b)	LESS RECOVERY/REVENUE (specify) _____	$ _____
(c)	NET CITY'S COST	$ (20,000)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**
(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on staff estimates prepared by Building Operations & Maintenance Division.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes x; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	37.0
(b)	AT CITY'S COST OF	$ 217,000
(c)	SCHEDULED TO START IN THE YEAR	1999

_____ 96-09-18
Signature of Department Head/ Local Board Manager *Date*

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property - Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) West Avenue School - Replacement of Roof
   (b) Type of Project Maintenance
   (c) Location West Avenue School
   (d) Scope/Description of Work To replace the slate portions of the roof.

   (e) Remarks This project was originally proposed for the year 1999 but deferred during the Capital Budget process.

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department _____
   (b) Project Name _____
   (c) Start Year _____
   (d) Net City Cost $ _____

4. DEPARTMENT PRIORITY ORDER: # 24 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
The slate portions of the roof will have reached their normal life expectancy in 1999, at which time it will no longer be reliable in preventing infiltration of the outdoor elements. A recent condition survey indicated that the roof was in need of additional repairs. Without a plan to replace the roof it will continue to be repaired where possible until it is no longer feasible, at which time complete replacement will be required. Any delays will increase the potential damage to the roof structure, interior components and building envelope.

This property is designated by the Ontario Heritage Foundation.

6. FEASIBILITY STUDY:
   (a) START DATE (YEAR) _____
   (b) COMPLETION DATE (YEAR) _____
   (c) GROSS COST $ _____

7. PROJECT:
   (a) START DATE (YEAR) Apr. - 1999
   (b) COMPLETION DATE (YEAR) Sep. - 1999
   (c) GROSS COST (Start Year Dollars) $ 166,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____ $ _____
   (e) LESS OTHER RECEIPTS (Specify) _____ $ _____
   (f) NET CITY'S COST $ 166,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ _____	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ 166,000	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name Rob Swan
(b) Basis of assumptions Based on consultant recommendations.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 32.0

(b) AT CITY'S COST OF $ 166,000

(c) SCHEDULED TO START IN THE YEAR 2004

_____ 96-09-18
Signature of Department Head/ Local Board Manager *Date*

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Bldg. Automation System Upgrade (Phase II)
   (b) Type of Project Maintenance
   (c) Location Central Utilities Plant (C.U.P.)
   (d) Scope/Description of Work A needs analysis study planned for 1998 will address the upgrade/replacement of the existing building automation system to keep abreast of current technology and to replace obsolete equipment. The building automation system controls and monitors several thousand field points in Copps Coliseum, Public Library, Farmers' Market, Convention Centre, Hamilton Place, Art Gallery, Parking Garage, C.U.P., City Hall, Chedoke Twin Pad Arena, Sackville Seniors Centre and Macassa Fire Station.
   (e) Remarks _____

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department _____
   (b) Project Name _____
   (c) Start Year _____
   (d) Net City Cost $ _____

4. **DEPARTMENT PRIORITY ORDER:** # 25 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
Some of the field panels have become obsolete. The effectiveness and efficiency of the overall system will diminish as components become obsolete and can no longer be repaired.

Functions now being performed by the automation system will be done by new additional staff. Utility costs would most certainly increase significantly.

6. **FEASIBILITY STUDY:**

(a)	START DATE (YEAR)	1998
(b)	COMPLETION DATE (YEAR)	1998
(c)	GROSS COST	$ 30,000

7. **PROJECT:**

(a)	START DATE (YEAR)	Jan. - 2000
(b)	COMPLETION DATE (YEAR)	Dec. - 2000
(c)	GROSS COST (Start Year Dollars)	$ 1,300,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____	$ _____
(e)	LESS OTHER RECEIPTS (Specify) Cost sharing with Ontario Realty Corporation.	$ (60,000)
(f)	NET CITY'S COST	$ 1,240,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$	- 2002	$
- 1998	$ 30,000	- 2003	$
- 1999	$	- 2004	$
- 2000	$ 1,210,000	- 2005	$
- 2001	$	- 2006	$

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a)	Staffing	$
	Building Operations & Maintenance	$ (10,000)
	Other (specify) _____	$
	GROSS COST (All Inclusive)	$ (10,000)
(b)	LESS RECOVERY/REVENUE (specify) _____	$
(c)	NET CITY'S COST	$ (10,000)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**
(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on staff estimates prepared by Building Operations & Maintenance Division.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes x; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	38.0
(b)	AT CITY'S COST OF	$ 1,300,000
(c)	SCHEDULED TO START IN THE YEAR	2000

M C Watts
Signature of Department Head/ Local Board Manager

Oct 10 /96
Date

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) City Hall - Replacement of Roof (Phase III)
   (b) Type of Project Roof replacement
   (c) Location City Hall
   (d) Scope/Description of Work To replace the remaining section of roof at City Hall which was not replaced in 1995. This section of roof was not in need of replacement during the replacement of other sections in 1995.
   (e) Remarks _____

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department _____
   (b) Project Name _____
   (c) Start Year _____
   (d) Net City Cost $ _____

4. **DEPARTMENT PRIORITY ORDER:** # 26 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
This is a normal maintenance requirement based on the typical life expectancy of this type of roofing system. The scheduling of this replacement for the year 2000 is supported by professional roof inspections both destructive and non-destructive. At that time these sections will have reached their normal life expectancy.

Arbitrary postponement of this project will result in an increase in temporary repairs being required in order to prevent the elements from causing significant permanent damage to the building structure and envelope. The roof will inevitably require replacement at a far greater cost.

6. **FEASIBILITY STUDY:**

(a)	START DATE (YEAR)	1996
(b)	COMPLETION DATE (YEAR)	1996
(c)	GROSS COST	$ _____

7. **PROJECT:**

(a)	START DATE (YEAR)	Jan. - 2000
(b)	COMPLETION DATE (YEAR)	Dec. - 2000
(c)	GROSS COST (Start Year Dollars)	$ 200,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____	$ _____
(e)	LESS OTHER RECEIPTS (Specify) _____	$ _____
(f)	NET CITY'S COST	$ 200,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$ 200,000	- 2005	$
- 2001	$	- 2006	$

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing $
Building Operations & Maintenance $
Other (specify) _____ $

GROSS COST (All Inclusive) $

(b) LESS RECOVERY/REVENUE (specify) _____ $

(c) NET CITY'S COST $

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Rob Swan
(b) Basis of assumptions Based on consultant study completed in 1996.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No _ Yes X; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 40.0

(b) AT CITY'S COST OF $ 500,000

(c) SCHEDULED TO START IN THE YEAR 2000

Signature of Department Head/ Local Board Manager

96-09-18
Date

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property - Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) Laurier District Centre - Mech./Elec. Retrofit
   (b) Type of Project Maintenance
   (c) Location Laurier District Centre
   (d) Scope/Description of Work To replace the pool filtration system, related mechanical/electrical systems and associated piping and other components.
   (e) Remarks

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. DEPARTMENT PRIORITY ORDER: # 27 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
Many of the systems will have reached their life expectancy in the year 2000.

Cost reduction, delay or elimination of this project will not permit a complete retrofit, resulting in: increased maintenance costs, program disruption or cancellation, and an unsafe and non-functional pool environment for staff and public.

6. FEASIBILITY STUDY:
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. PROJECT:
   (a) START DATE (YEAR) Apr. - 2000
   (b) COMPLETION DATE (YEAR) Sep. - 2000
   (c) GROSS COST (Start Year Dollars) $ 299,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 299,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$ 299,000	- 2005	$
- 2001	$	- 2006	$

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing $ ____
Building Operations & Maintenance $ ____
Other (specify) ____ $ ____

GROSS COST (All Inclusive) $ ____

(b) LESS RECOVERY/REVENUE (specify) ____ $ ____

(c) NET CITY'S COST $ ____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on staff estimates prepared by Building Operations & Maintenance Division.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 41.0

(b) AT CITY'S COST OF $ 299,000

(c) SCHEDULED TO START IN THE YEAR 2000

Signature of Department Head/ Local Board Manager

96-09-18
Date

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: ____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ ____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ ____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Laurier District Centre - Replacement of Roof
   (b) Type of Project Maintenance
   (c) Location Laurier District Centre
   (d) Scope/Description of Work To replace roof.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 28 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
The roof will have reached its normal life expectancy in the year 2000.
Failure to replace the roof at this time will result in higher maintenance costs, water infiltration and possible structural damage.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) Jan. - 2000
   (b) COMPLETION DATE (YEAR) Dec. - 2000
   (c) GROSS COST (Start Year Dollars) $ 116,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 116,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$ 116,000	- 2005	$
- 2001	$	- 2006	$

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing $ ____
Building Operations & Maintenance $ ____
Other (specify) ____ $ ____

GROSS COST (All Inclusive) $ ____

(b) LESS RECOVERY/REVENUE (specify) ____ $ ____

(c) NET CITY'S COST $ ____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Rob Swan
(b) Basis of assumptions Based on consultant recommendations.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 42.0

(b) AT CITY'S COST OF $ 116,000

(c) SCHEDULED TO START IN THE YEAR 2000

Signature of Department Head/
Local Board Manager

96-09-18
Date

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: ____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ ____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ ____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Lawfield Arena - Mech./Electrical Retrofit
   (b) Type of Project Maintenance
   (c) Location Lawfield Arena
   (d) Scope/Description of Work To refurbish or replace mechanical/electrical system servicing the arena i.e. refrigeration equipment, plumbing, and distribution systems. In addition, specific areas of the "building envelope" will be addressed.
   (e) Remarks _____

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department _____
   (b) Project Name _____
   (c) Start Year _____
   (d) Net City Cost $ _____

4. **DEPARTMENT PRIORITY ORDER:** # 29 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
This area will be 25 years old by the year 2000, at which time many of its systems will have reached their normal life expectancy. The year round utilization of this facility has accelerated the normal wear and tear on its systems.

Building equipment will require increased maintenance with associated costs. Services will become unreliable and inefficient. Equipment failure is imminent.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR) _____
   (b) COMPLETION DATE (YEAR) _____
   (c) GROSS COST $ _____

7. **PROJECT:**
   (a) START DATE (YEAR) Jan. - 2000
   (b) COMPLETION DATE (YEAR) Dec. - 2000
   (c) GROSS COST (Start Year Dollars) $ 386,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____ $ _____
   (e) LESS OTHER RECEIPTS (Specify) _____ $ _____
   (f) NET CITY'S COST $ 386,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ _____	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ 386,000	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a)	Staffing	$ _____
	Building Operations & Maintenance	$ (1,000)
	Other (specify) _____	$ _____
	GROSS COST (All Inclusive)	$ (1,000)
(b)	LESS RECOVERY/REVENUE (specify) _____	$ _____
(c)	NET CITY'S COST	$ (1,000)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**
(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on staff estimates prepared by Building Operations & Maintenance Division.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes x; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	44.0
(b)	AT CITY'S COST OF	$ 386,000
(c)	SCHEDULED TO START IN THE YEAR	2000

_____ 96-09-18
Signature of Department Head/ Local Board Manager *Date*

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12. *FUNDING (Treasury Department To Complete):*

(a) *NATURE OF PROPOSED FINANCING:* _____

(b) *RESERVE/CAPITAL LEVY FUNDING AVAILABLE:*

Yes __ *No* __

(c) *IF DEBENTURE FINANCING:*

(i)	*ANNUAL DEBENTURE FINANCING COST:*	$ _____
(ii)	*TOTAL CARRYING COST OF RETIRING DEBT:*	$ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property - Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) Mountain Arena - Mech./Electrical Retrofit
   (b) Type of Project Maintenance
   (c) Location Mountain Arena
   (d) Scope/Description of Work To refurbish or replace mechanical/electrical systems servicing the arena, including refrigeration equipment, dehumidification equipment, distribution systems and plumbing.
   (e) Remarks

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. DEPARTMENT PRIORITY ORDER: # 30 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
This arena will be 34 years old by the year 2000, at which time many of its systems will have reached or exceeded their normal life expectancy.

Building equipment will require increased maintenance with associated costs. Service will become unreliable and inefficient. Equipment failure is imminent.

6. FEASIBILITY STUDY:
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. PROJECT:

(a)	START DATE (YEAR)	Jan. - 2000
(b)	COMPLETION DATE (YEAR)	Dec. - 2000
(c)	GROSS COST (Start Year Dollars)	$ 347,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy)	$
(e)	LESS OTHER RECEIPTS (Specify)	$
(f)	NET CITY'S COST	$ 347,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$ 347,000	- 2005	$
- 2001	$	- 2006	$

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a)	Staffing	$
	Building Operations & Maintenance	$ (3,000)
	Other (specify)	$
	GROSS COST (All Inclusive)	$ (3,000)
(b)	LESS RECOVERY/REVENUE (specify)	$
(c)	NET CITY'S COST	$ (3,000)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:
(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on staff estimates prepared by Building Operations & Maintenance Division.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No _ Yes x; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	46.0
(b)	AT CITY'S COST OF	$ 347,000
(c)	SCHEDULED TO START IN THE YEAR	2000

Signature of Department Head/ Local Board Manager

96-09-18
Date

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: ____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ ____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ ____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property - Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) Westmount Rec. Centre - Replacement of Roof
   (b) Type of Project Maintenance
   (c) Location Westmount Recreation Centre
   (d) Scope/Description of Work To replace the roof (excluding area above pool).
   (e) Remarks

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department Culture & Recreation
   (b) Project Name Westmount Recreation Centre - Reconstruction/ Expansion
   (c) Start Year 2000
   (d) Net City Cost $ 8,172,000

4. DEPARTMENT PRIORITY ORDER: # 31 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
The roof will have reached its normal life expectancy in the year 2000, at which time it will no longer be reliable in preventing infiltration of the outdoor elements. A recent condition survey indicated that the roof deck is in need of repairs.

Without a plan to replace the roof deck it will continue to be repaired where possible until it is no longer feasible, at which time complete replacement will be required. Any delays will increase potential damage to the roof structure, interior components and building envelope.

6. FEASIBILITY STUDY:
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. PROJECT:
   (a) START DATE (YEAR) Apr. - 2000
   (b) COMPLETION DATE (YEAR) Sep. - 2000
   (c) GROSS COST (Start Year Dollars) $ 60,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 60,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$ 125,000	- 2005	$
- 2001	$	- 2006	$

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a)	Staffing	$
	Building Operations & Maintenance	$ (5,000)
	Other (specify) _____	$
	GROSS COST (All Inclusive)	$ (5,000)
(b)	LESS RECOVERY/REVENUE (specify) _____	$
(c)	NET CITY'S COST	$ (5,000)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**
(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on staff estimates prepared by Building Operations & Maintenance Division.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes X; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	48.0
(b)	AT CITY'S COST OF	$ 125,000
(c)	SCHEDULED TO START IN THE YEAR	2000

D Wilmore 96-09-18
Signature of Department Head/ Local Board Manager *Date*

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12. *FUNDING (Treasury Department To Complete):*

(a) *NATURE OF PROPOSED FINANCING:* _____

(b) *RESERVE/CAPITAL LEVY FUNDING AVAILABLE:*

Yes __ *No* __

(c) *IF DEBENTURE FINANCING:*

(i) *ANNUAL DEBENTURE FINANCING COST:* $ _____

(ii) *TOTAL CARRYING COST OF RETIRING DEBT:* $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Westmount Rec. Centre - Mech./Elec. Retrofit
   (b) Type of Project Maintenance
   (c) Location Westmount Recreation Centre
   (d) Scope/Description of Work To refurbish or replace the mechanical/electrical systems servicing the centre i.e. lighting plumbing, electrical distribution system, and air handling systems. The building boilers, rooftop heaters and pool filtration systems were replaced between 1984 and 1994.
   (e) Remarks This project was originally proposed for the year 2000 but deferred during the Capital Budget process.

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department Culture & Recreation
   (b) Project Name Westmount Recreation Centre - Reconstruction/Expansion
   (c) Start Year 2000
   (d) Net City Cost $ 8,172,000

4. **DEPARTMENT PRIORITY ORDER:** # 33 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
This recreation facility will be 34 years old by the year 2000, at which time many of its systems will have reached their normal life expectancy.

Building equipment will require increased maintenance with associated costs. Services will become unreliable and inefficient. Equipment failure is imminent.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR) _____
   (b) COMPLETION DATE (YEAR) _____
   (c) GROSS COST $ _____

7. **PROJECT:**
   (a) START DATE (YEAR) Jan. - 2000
   (b) COMPLETION DATE (YEAR) Dec. - 2000
   (c) GROSS COST (Start Year Dollars) $ 145,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____ $ _____
   (e) LESS OTHER RECEIPTS (Specify) _____ $ _____
   (f) NET CITY'S COST $ 145,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$ 145,000	- 2005	$
- 2001	$	- 2006	$

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing $ ____
Building Operations & Maintenance $ ____
Other (specify) ____ $ ____

GROSS COST (All Inclusive) $ ____

(b) LESS RECOVERY/REVENUE (specify) ____ $ ____

(c) NET CITY'S COST $ ____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on staff estimates prepared by Building Operations & Maintenance Division.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 43.0

(b) AT CITY'S COST OF $ 145,000

(c) SCHEDULED TO START IN THE YEAR 2001

Signature of Department Head/ Local Board Manager

96-09-18
Date

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: ____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ ____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ ____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Football Hall of Fame - Mech./Elec. Retrofit
   (b) Type of Project Maintenance
   (c) Location Football Hall of Fame
   (d) Scope/Description of Work To refurbish or replace the mechanical/electrical systems servicing the building, including rooftop heating, ventilation and air conditioning systems, and plumbing.
   (e) Remarks This project was originally proposed for the year 2000 but deferred during the Capital Budget process.

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department _____
   (b) Project Name _____
   (c) Start Year _____
   (d) Net City Cost $ _____

4. **DEPARTMENT PRIORITY ORDER:** # 34 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
This building will be 30 years old by the year 2000, at which time many of the systems will have reached their normal life expectancy. The rooftop heating system and the ventilating and air conditioning units have sustained considerable repairs which are expected to continue as they age.

Building equipment will require increased maintenance with associated costs. Services will become unreliable and inefficient. Equipment failure is imminent.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR) _____
   (b) COMPLETION DATE (YEAR) _____
   (c) GROSS COST $ _____

7. **PROJECT:**
   (a) START DATE (YEAR) Jan. - 2000
   (b) COMPLETION DATE (YEAR) Dec. - 2000
   (c) GROSS COST (Start Year Dollars) $ 251,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____ $ _____
   (e) LESS OTHER RECEIPTS (Specify) _____ $ _____
   (f) NET CITY'S COST $ 251,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$ 251,000	- 2005	$
- 2001	$	- 2006	$

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a)	Staffing	$
	Building Operations & Maintenance	$ (1,000)
	Other (specify)	$
	GROSS COST (All Inclusive)	$ (1,000)
(b)	LESS RECOVERY/REVENUE (specify)	$
(c)	NET CITY'S COST	$ (1,000)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:
(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions & Maintenance Division. Based on staff estimates prepared by Building Operations

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No _ Yes x; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	45.0
(b)	AT CITY'S COST OF	$ 251,000
(c)	SCHEDULED TO START IN THE YEAR	2002

Signature of Department Head/ Local Board Manager

96-09-18
Date

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: ____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ ____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ ____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Ryerson Rec. Centre - Replacement of Roof
   (b) Type of Project Maintenance
   (c) Location Ryerson Recreation Centre
   (d) Scope/Description of Work To replace the roof.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 35 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
This roof will have reached its normal life expectancy in the year 2001, at which time it will no longer be reliable in preventing infiltration of the outdoor elements. A recent condition survey indicated that the roof deck is in need of repairs.

Without a plan to replace the roof it will continue to be repaired where possible until it is no longer feasible, at which time complete replacement will be required. Any delays will increase potential damage to the roof structure, interior components and building envelope.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) Apr. - 2001
   (b) COMPLETION DATE (YEAR) Sep. - 2001
   (c) GROSS COST (Start Year Dollars) $ 116,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 116,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ _____	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ 116,000	- 2006	$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Rob Swan
(b) Basis of assumptions Based on consultant recommendations.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No _ Yes X; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 50.0

(b) AT CITY'S COST OF $ 116,000

(c) SCHEDULED TO START IN THE YEAR 2001

_____ 96-09-18
Signature of Department Head/ Local Board Manager *Date*

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Hill Park Rec. Centre - Replacement of Roof
   (b) Type of Project Maintenance
   (c) Location Hill Park Recreation Centre
   (d) Scope/Description of Work To replace roof.

   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 36 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
This roof will have reached its normal life expectancy in the year 2001, at which time it will no longer be reliable in preventing infiltration of the outdoor elements.

Failure to replace the roof at this time will result in higher maintenance costs, water infiltration and possible structural damage.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) Jan. - 2001
   (b) COMPLETION DATE (YEAR) Dec. - 2001
   (c) GROSS COST (Start Year Dollars) $ 97,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 97,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ _____	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ 97,000	- 2006	$ _____

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name Rob Swan
(b) Basis of assumptions Based on consultant recommendations.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 51.0

(b) AT CITY'S COST OF $ 97,000

(c) SCHEDULED TO START IN THE YEAR 2001

Signature of Department Head/ Local Board Manager

96-09-18
Date

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property - Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) Kenilworth Comp. Bldg.- Mech./Elec. Retrofit
   (b) Type of Project Maintenance
   (c) Location Kenilworth Composite Building
   (d) Scope/Description of Work To refurbish or replace mechanical/electrical systems servicing the building.
   (e) Remarks

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department Fire
   (b) Project Name Fire Station - Kenilworth Avenue - Design & Construction
   (c) Start Year 1998
   (d) Net City Cost $ 3,016,000

4. DEPARTMENT PRIORITY ORDER: # 37 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
This building will be 40 years old in the year 2001, at which time many of its systems will have reached or exceeded their normal life expectancy.

Building equipment will require increased maintenance with associated costs. Services will become unreliable and inefficient. Equipment failure is imminent.

6. FEASIBILITY STUDY:
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. PROJECT:
   (a) START DATE (YEAR) Jan. - 2001
   (b) COMPLETION DATE (YEAR) Dec. - 2001
   (c) GROSS COST (Start Year Dollars) $ 193,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 193,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$	- 2005	$
- 2001	$ 193,000	- 2006	$

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a)	Staffing	$
	Building Operations & Maintenance	$ (1,000)
	Other (specify) _____	$
	GROSS COST (All Inclusive)	$ (1,000)
(b)	LESS RECOVERY/REVENUE (specify) _____	$
(c)	NET CITY'S COST	$ (1,000)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:
(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on staff estimates prepared by Building Operations & Maintenance Division.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No _ Yes x; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	52.0
(b)	AT CITY'S COST OF	$ 193,000
(c)	SCHEDULED TO START IN THE YEAR	2001

[signature] 96-09-18
Signature of Department Head/ Local Board Manager *Date*

12. *FUNDING (Treasury Department To Complete):*

(a) *NATURE OF PROPOSED FINANCING:* _____

(b) *RESERVE/CAPITAL LEVY FUNDING AVAILABLE:*

Yes __ *No* __

(c) *IF DEBENTURE FINANCING:*

(i)	*ANNUAL DEBENTURE FINANCING COST:*	$
(ii)	*TOTAL CARRYING COST OF RETIRING DEBT:*	$

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Mechanical/Electrical Retrofit
   (b) Type of Project Maintenance
   (c) Location Bennetto Recreation Centre
   (d) Scope/Description of Work Many of the mechanical and electrical systems will have reached their normal life expectancy, i.e. make-up air system, building heating system, temperature controls, lighting and electrical distribution systems. These will be replaced with newer more efficient systems.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 38 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
Replacing the aging mechanical and electrical systems will ensure reliable operation of the recreation centre, thereby meeting the City's mandate to provide consistent and quality programs to the public.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) 2001
   (b) COMPLETION DATE (YEAR) 2001
   (c) GROSS COST (Start Year Dollars) $ 180,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 180,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ _____	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ 180,000	- 2006	$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing	$ _____
Building Operations & Maintenance	$ (2,000)
Other (specify) _____	$ _____
GROSS COST (All Inclusive)	$ (2,000)
(b) LESS RECOVERY/REVENUE (specify) _____	$ _____
(c) NET CITY'S COST	$ (2,000)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:
(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Similar retrofits completed at other Centres. Tendered results from other projects were reviewed.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No x Yes _; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) _____

(b) AT CITY'S COST OF $ _____

(c) SCHEDULED TO START IN THE YEAR _____

Signature of Department Head/ Local Board Manager

96-09-18
Date

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property - Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) Building Envelope Restoration
   (b) Type of Project Maintenance
   (c) Location Norman "Pinky" Lewis Recreation Centre
   (d) Scope/Description of Work There is evidence that no vapour barrier was provided on the exterior walls when this facility was constructed. As a result the exterior brick work is experiencing severe moisture conditions during the winter months which is causing the brick to shale and fall off.
   (e) Remarks

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. DEPARTMENT PRIORITY ORDER: # 39 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	No
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
Bricks have failed from upper portions of the walls and fallen to the ground below without warning. Structural components are being subjected to the moisture extremes.

6. FEASIBILITY STUDY:

(a)	START DATE (YEAR)	1997
(b)	COMPLETION DATE (YEAR)	1997
(c)	GROSS COST (Funding proposed within 1997 Major Maintenance)	$ 30,000

7. PROJECT:

(a)	START DATE (YEAR)	2002
(b)	COMPLETION DATE (YEAR)	2002
(c)	GROSS COST (Start Year Dollars)	$ 200,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy)	$
(e)	LESS OTHER RECEIPTS (Specify)	$
(f)	NET CITY'S COST	$ 200,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$	- 2002	$ 200,000
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a)	Staffing	$
	Building Operations & Maintenance	$ (1,000)
	Other (specify)	$
	GROSS COST (All Inclusive)	$ (1,000)
(b)	LESS RECOVERY/REVENUE (specify)	$
(c)	NET CITY'S COST	$ (1,000)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:
(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions 1997 Building Condition Study

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No X Yes _; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) _____

(b) AT CITY'S COST OF $ _____

(c) SCHEDULED TO START IN THE YEAR _____

Signature of Department Head/
Local Board Manager

96-09-18
Date

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Rosedale Arena - Mech./Elec. Retrofit
   (b) Type of Project Maintenance
   (c) Location Rosedale Arena
   (d) Scope/Description of Work To refurbish or replace the mechanical/electrical systems servicing the arena, including refrigeration equipment and dehumidification equipment, as well as plumbing and distribution systems.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 40 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	Yes
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
This arena will be 30 years old by the year 2003, at which time many of its systems will have reached or exceeded their normal life expectancy.

Building equipment will require increased maintenance with associated costs. Services will become unreliable and inefficient. Equipment failure is imminent.

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) Jan. - 2003
   (b) COMPLETION DATE (YEAR) Dec. - 2003
   (c) GROSS COST (Start Year Dollars) $ 386,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 386,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$	- 2002	$
- 1998	$	- 2003	$ 386,000
- 1999	$	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) __ Staffing	$
__ Building Operations & Maintenance	$ (5,000)
__ Other (specify) _____	$
__ GROSS COST (All Inclusive)	$ (5,000)
(b) LESS RECOVERY/REVENUE (specify) _____	$
(c) NET CITY'S COST	$ (5,000)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**
(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions Based on staff estimates prepared by Building Operations & Maintenance Division.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No __ Yes x; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program)	53.0
(b) AT CITY'S COST OF	$ 386,000
(c) SCHEDULED TO START IN THE YEAR	2003

Signature of Department Head/ Local Board Manager

96-09-18
Date

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST:	$
(ii) TOTAL CARRYING COST OF RETIRING DEBT:	$

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** Property - Building Operations & Maintenance Division

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) Reroofing
   (b) Type of Project Maintenance
   (c) Location Traffic Operations Centre
   (d) Scope/Description of Work The E.P.D.M. roofing system installed during construction of this facility has an approximate life expectancy of 10 years. At this time this roof will have reached its normal life expectancy.
   (e) Remarks During the life of this roof, numerous leaks have occurred. Approximately $50,000 was spent in 1996 to extend the life of this roof until 2004.

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department _____
   (b) Project Name _____
   (c) Start Year _____
   (d) Net City Cost $ _____

4. **DEPARTMENT PRIORITY ORDER:** # 41 of 43

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	No
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	Yes
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
The roofing system will have reached its normal life expectancy in 2004.

6. **FEASIBILITY STUDY:**

(a)	START DATE (YEAR)	1995
(b)	COMPLETION DATE (YEAR)	1995
(c)	GROSS COST	$ 14,000

7. **PROJECT:**

(a)	START DATE (YEAR)	2004
(b)	COMPLETION DATE (YEAR)	2004
(c)	GROSS COST (Start Year Dollars)	$ 500,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____	$ _____
(e)	LESS OTHER RECEIPTS (Specify) _____	$ _____
(f)	NET CITY'S COST	$ 500,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ _____	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ _____	- 2004	$ 500,000
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) _ Staffing $ _____
__ Building Operations & Maintenance $ _____
__ Other (specify) _____ $ _____

__ GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions 1995 Study

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No X Yes _; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) _____

(b) AT CITY'S COST OF $ _____

(c) SCHEDULED TO START IN THE YEAR _____

Signature of Department Head/
Local Board Manager

96-09-18
Date

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property - Building Operations & Maintenance Division

2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) Steam to Hot Water Conversion - Phase III
   (b) Type of Project Maintenance
   (c) Location Copps Coliseum
   (d) Scope/Description of Work Replacement of steam boilers with hot water boilers. The existing steam boilers will have reached their normal life expectancy in 2005.
   (e) Remarks A detailed condition analysis will be completed in 2003 to confirm condition and estimates.

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department _____
   (b) Project Name _____
   (c) Start Year _____
   (d) Net City Cost $ _____

4. DEPARTMENT PRIORITY ORDER: # 42 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	No
(b)	HEALTH/SAFETY/ENVIRONMENT	No
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	No
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	No
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
Due to the severe operating conditions i.e. poor corrosion protection, the deterioration of the steam boilers was accelerated resulting in a shortened life expectancy.

6. FEASIBILITY STUDY:

(a)	START DATE (YEAR)	2003
(b)	COMPLETION DATE (YEAR)	2003
(c)	GROSS COST	$ 13,000

7. PROJECT:

(a)	START DATE (YEAR)	2005
(b)	COMPLETION DATE (YEAR)	2005
(c)	GROSS COST (Start Year Dollars)	$ 613,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____	$ _____
(e)	LESS OTHER RECEIPTS (Specify) _____	$ _____
(f)	NET CITY'S COST	$ 613,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1997	$ _____	- 2002	$ _____
- 1998	$ _____	- 2003	$ 13,000
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ 600,000
- 2001	$ _____	- 2006	$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a)	Staffing	$ _____
	Building Operations & Maintenance	$ (5,000)
	Other (specify) _____	$ _____
	GROSS COST (All Inclusive)	$ (5,000)
(b)	LESS RECOVERY/REVENUE (specify) _____	$ _____
(c)	NET CITY'S COST	$ (5,000)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:
(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions 1988, 1995 Feasibility Studies

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?
No x Yes _; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) _____

(b) AT CITY'S COST OF $ _____

(c) SCHEDULED TO START IN THE YEAR _____

_____ 96-09-18
Signature of Department Head/ Local Board Manager *Date*

12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Property - Building Operations & Maintenance Division
2. PROJECT SUMMARY:
   (a) Name (max. of 45 characters) Steam to Hot Water Conversion - Phase IV
   (b) Type of Project Maintenance
   (c) Location Copps Coliseum
   (d) Scope/Description of Work Replacement of steam pre-heat coils in the 4 mechanical towers with hot water coils.

   (e) Remarks Final phase of the project.

3. REFERENCE TO RELATED PROJECTS:
   (a) Submitting Department _____
   (b) Project Name _____
   (c) Start Year _____
   (d) Net City Cost $ _____

4. DEPARTMENT PRIORITY ORDER: # 43 of 43

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	No
(b)	HEALTH/SAFETY/ENVIRONMENT	No
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	No
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	No
(e)	ECONOMIC DEVELOPMENT	No
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	Yes
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	No
(h)	GROWTH RELATED PROJECT	No

Describe Justification:
The pre-heat coils in the 4 main supply air systems at Copps will have reached their life expectancy at this time.

6. FEASIBILITY STUDY:
   (a) START DATE (YEAR) 2003
   (b) COMPLETION DATE (YEAR) 2003
   (c) GROSS COST $ 12,000

7. PROJECT:
   (a) START DATE (YEAR) 2006
   (b) COMPLETION DATE (YEAR) 2006
   (c) GROSS COST (Start Year Dollars) $ 312,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____ $ _____
   (e) LESS OTHER RECEIPTS (Specify) _____ $ _____
   (f) NET CITY'S COST $ 312,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ _____	- 2002	$ _____
- 1998	$ _____	- 2003	$ 12,000
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ 300,000

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name Robert Desnoyers
(b) Basis of assumptions 1988, 1996 Feasibility Studies

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No x Yes _; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) _____

(b) AT CITY'S COST OF $ _____

(c) SCHEDULED TO START IN THE YEAR _____

Signature of Department Head/ Local Board Manager

96-09-18
Date

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12. *FUNDING (Treasury Department To Complete):*

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

11. (d.)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 29

REPORT TO: Mrs. S. Reeder, Secretary
Finance and Administration Committee

FROM: G. H. Smith
Fire Chief

SUBJECT: Fire Department
1997 - 2006 Provisional Capital Budget

RECOMMENDATION:

a) That the attached list of capital projects from the Fire Department be considered for inclusion in the ten year 1997-2006 Provisional Capital Budget; and,

b) That these capital projects be reviewed by the Management Team (Capital Budget Sub-Committee) for consideration by the Committee of the Whole and City Council.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

To be reviewed by the Management Team.

BACKGROUND:

Departmental Overview

The attached Capital Budget Submission Forms have been prepared based on the guidelines developed and approved by City Council.

The proposed 1997-2006 Capital Budget currently represents a $853,000 decrease in net cost over the 1996-2005 Capital Budget noted as follows:

NET CAPITAL BUDGET BY YEAR

	Approved 1996-2005 Capital Budget ($000's)	Proposed 1997-2006 Capital Budget ($000's)	Over/(Under) ($000's)
1996	1,250	0	(1,250)
1997	169	794	625
1998	2,290	4,505	2,215
1999	160	3,149	2,989
2000	360	2,701	2,341
2001	454	484	30
2002	3,642	1,250	2,392
2003	1,030	935	(95)
2004	2,933	515	(2,418)
2005	4,179	749	(3,430)
2006	0	532	532
TOTALS	$ 16,467	$ 15,614	$ (853)

The major factor for the overall decrease in requested capital spending is the lesser amount required for vehicle replacement in the year 2006 ($532,000) than was required in the year 1996 ($1,250,000).

Other adjustments are the result of requested changes in the proposed starting date of projects.

Further changes related to department priority rating and proposed starting dates of some projects may be required pending staff reports dealing with acceptance and implementation of recommendations made by consultants in the Hamilton Master Fire Plan.

The individual capital budget project submission forms provide additional information on these projects.

GHS/rdj

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** FIRE

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) VEHICLE / APPARATUS REPLACEMENT - 1997
   (b) Type of Project _____
   (c) Location Various stations
   (d) Scope/Description of Work This project is for the proposed replacement schedule for existing fire department apparatus. The vehicle replacement provision, based on the original purchase price, forms part of the current budget process. The estimated prices on the attached list are based on today's estimated replacement value.
   (e) Remarks _____

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department _____
   (b) Project Name _____
   (c) Start Year _____
   (d) Net City Cost $ _____

4. **DEPARTMENT PRIORITY ORDER:** # 1 of 9

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**
   (a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation) _____
   (b) HEALTH/SAFETY/ENVIRONMENT Yes
   (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT _____
   (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) _____
   (e) ECONOMIC DEVELOPMENT _____
   (f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure) _____
   (g) REDUCE ONGOING COST (Staffing and/or Operating Costs) _____
   (h) GROWTH RELATED PROJECT _____

   Describe Justification:

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR) _____
   (b) COMPLETION DATE (YEAR) _____
   (c) GROSS COST $ _____

7. **PROJECT:**
   (a) START DATE (YEAR) 1997
   (b) COMPLETION DATE (YEAR) 1997
   (c) GROSS COST (Start Year Dollars) $ 169,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____ $ _____
   (e) LESS OTHER RECEIPTS (Specify) _____ $ _____
   (f) NET CITY'S COST $ 169,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ 169,000	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name _____
(b) Basis of assumptions _____

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes X; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 57.1

(b) AT CITY'S COST OF $ 169,000

(c) SCHEDULED TO START IN THE YEAR 1997

_____ October 10, 1996
Signature of Department Head/ Local Board Manager *Date*

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

1997 CAPITAL BUDGET

VEHICLE / APPARATUS REPLACEMENT

	City Number	# of Years Service	Replacement Value	
REPLACEMENT YEAR – 1997				
EMERGENCY CAR # 16	1602	6	30,000	
SUPPORT 4	1603	6	30,000	
EMERGENCY CAR # 14	1604	6	30,000	
MAINTENANCE TRUCK	1605	6	25,000	
FIRE PREVENTION CAR	1607	4	18,000	
FIRE PREVENTION CAR	1608	4	18,000	
FIRE PREVENTION CAR	1610	4	18,000	169,000

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** FIRE

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) PUBLIC SAFETY TRUNKING RADIO - INCREASED COST
   (b) Type of Project
   (c) Location
   (d) Scope/Description of Work Improve integrated emergency radio communications for Fire, Public Works & Traffic, Police, Area Municipal Fire Departments, Region Engineers and Conservation Authority. Police, Area Municipal Fire Departments Region Engineers and Conservation Authority are not included in this capital budget submission.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 2 of 9

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**
   (a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)
   (b) HEALTH/SAFETY/ENVIRONMENT — Yes
   (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT
   (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)
   (e) ECONOMIC DEVELOPMENT
   (f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)
   (g) REDUCE ONGOING COST (Staffing and/or Operating Costs)
   (h) GROWTH RELATED PROJECT

   Describe Justification:

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) 1997
   (b) COMPLETION DATE (YEAR) 1997
   (c) GROSS COST (Start Year Dollars) $ 420,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 420,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ 420,000	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ ____
Building Operations & Maintenance $ ____
Other (specify) ____ $ ____

GROSS COST (All Inclusive) $ ____

(b) LESS RECOVERY/REVENUE (specify) ____ $ ____

(c) NET CITY'S COST $ ____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name ____
(b) Basis of assumptions ____

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes X; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 54.0

(b) AT CITY'S COST OF $ 420,000

(c) SCHEDULED TO START IN THE YEAR 1998

J.M. Smith
Signature of Department Head/ Local Board Manager

October 10, 1996
Date

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: ____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ ____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ ____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** FIRE

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) VEHICLE / APPARATUS REPLACEMENT - 1998 - 2006
   (b) Type of Project
   (c) Location Various stations
   (d) Scope/Description of Work This project is for the proposed replacement schedule for existing fire department apparatus. The vehicle replacement provision, based on the original purchase price, forms part of the current budget process. The estimated prices on the attached list are based on today's estimated replacement value.
   (e) Remarks The Department Priority of this project will change pending acceptance and implementation of the recommendations in the Hamilton Master Fire Plan.

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 3 of 9

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**
   (a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)
   (b) HEALTH/SAFETY/ENVIRONMENT Yes
   (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT
   (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)
   (e) ECONOMIC DEVELOPMENT
   (f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)
   (g) REDUCE ONGOING COST (Staffing and/or Operating Costs)
   (h) GROWTH RELATED PROJECT

   Describe Justification:

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) 1998
   (b) COMPLETION DATE (YEAR) 2006
   (c) GROSS COST (Start Year Dollars) $ 6,383,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 6,383,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$	- 2002	$ 1,250,000
- 1998	$ 1,870,000	- 2003	$ 935,000
- 1999	$ 160,000	- 2004	$ 515,000
- 2000	$ 360,000	- 2005	$ 749,000
- 2001	$ 484,000	- 2006	$ 60,000

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name _____
(b) Basis of assumptions _____

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes X; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 57.X

(b) AT CITY'S COST OF $ 6,492,000

(c) SCHEDULED TO START IN THE YEAR 1997

_____ October 10, 1996
Signature of Department Head/ Local Board Manager *Date*

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

1997 CAPITAL BUDGET

VEHICLE / APPARATUS REPLACEMENT

	City Number	# of Years Service	Replacement Value	
REPLACEMENT YEAR – 1998				
PUMPER 2	1670	15	400,000	
SNORKEL 6	1671	15	800,000	
RESCUE UNIT # 2	1672	15	270,000	
PUMPER 11	1673	15	400,000	1,870,000
REPLACEMENT YEAR – 1999				
SUPPLY TRUCK	1614	6	25,000	
EMERGENCY CAR # 1	1615	4	27,000	
FIRE PREVENTION CAR	1619	4	18,000	
FIRE PREVENTION CAR	1620	4	18,000	
FIRE PREVENTION CAR	1621	4	18,000	
EMERGENCY CAR # 2	1622	4	27,000	
EMERGENCY CAR # 3	1623	4	27,000	160,000
REPLACEMENT YEAR – 2000				
EMERGENCY CAR – DISTRICT 9	1617	6	30,000	
EMERGENCY CAR – PLATOON 1	1618	6	30,000	
HAZ/MAT VEHICLE	1657	15	300,000	360,000
REPLACEMENT YEAR – 2001				
FIRE PREVENTION CAR	1607	4	18,000	
FIRE PREVENTION CAR	1608	4	18,000	
FIRE PREVENTION CAR	1610	4	18,000	
EMERGENCY CAR – DISTRICT 4	1626	6	30,000	
PUMPER 10	1680	15	400,000	484,000
REPLACEMENT YEAR – 2002				
TOWER 4	1689	15	450,000	
TRUCK 2	1691	15	800,000	1,250,000
REPLACEMENT YEAR – 2003				
EMERGENCY CAR # 1	1615	4	27,000	
FIRE PREVENTION CAR	1619	4	18,000	
FIRE PREVENTION CAR	1620	4	18,000	
FIRE PREVENTION CAR	1621	4	18,000	
EMERGENCY CAR # 2	1622	4	27,000	
EMERGENCY CAR # 3	1623	4	27,000	
PUMPER 5	1688	15	400,000	
PUMPER 3	1690	15	400,000	935,000

1997 CAPITAL BUDGET

VEHICLE / APPARATUS REPLACEMENT

	City Number	# of Years Service	Replacement Value	
REPLACEMENT YEAR – 2004				
PUMPER 9	1601	15	400,000	
EMERGENCY CAR # 16	1602	6	30,000	
EMERGENCY CAR # 14	1603	6	30,000	
EMERGENCY CAR – DISTRICT 2	1604	6	30,000	
MAINTENANCE TRUCK	1605	6	25,000	515,000
REPLACEMENT YEAR – 2005				
RESCUE UNIT # 1	1606	15	270,000	
FIRE PREVENTION CAR	1607	4	18,000	
FIRE PREVENTION CAR	1608	4	18,000	
FIRE PREVENTION CAR	1610	4	18,000	
SUPPLY TRUCK	1614	6	25,000	
PUMPER 6	1697	15	400,000	749,000
REPLACEMENT YEAR – 2006				
EMERGENCY CAR – DISTRICT 9	1617	6	30,000	
EMERGENCY CAR – PLATOON 1	1618	6	30,000	60,000
TOTAL – 1998 TO 2006				6,383,000

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** FIRE

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) FIRE STATION-RAY STREET-DESIGN
   (b) Type of Project
   (c) Location Ray & George Streets
   (d) Scope/Description of Work Design of a fire station to replace the outdated facility which opened in 1959.
   (e) Remarks The Department Priority of this project will change pending acceptance and implementation of the recommendations in the Hamilton Master Fire Plan.

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 4 of 9

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	
(e)	ECONOMIC DEVELOPMENT	
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	
(h)	GROWTH RELATED PROJECT	

Describe Justification:

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) 1997
   (b) COMPLETION DATE (YEAR) 1997
   (c) GROSS COST (Start Year Dollars) $ 205,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 205,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$ 205,000	- 2002	$ _____
- 1998	$ _____	- 2003	$ _____
- 1999	$ _____	- 2004	$ _____
- 2000	$ _____	- 2005	$ _____
- 2001	$ _____	- 2006	$ _____

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name M. Shah
(b) Basis of assumptions Detailed estimate is prepared.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**

No _ Yes X; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 59.0

(b) AT CITY'S COST OF $ 213,000

(c) SCHEDULED TO START IN THE YEAR 2002

M. Smith
Signature of Department Head/ Local Board Manager

October 10, 1996
Date

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** FIRE

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) FIRE STATION-RAY STREET-CONSTRUCTION
   (b) Type of Project
   (c) Location Ray & George Streets
   (d) Scope/Description of Work Construction of a fire station to replace the outdated facility which opened in 1959.
   (e) Remarks The Department Priority of this project will change pending acceptance and implementation of the recommendations in the Hamilton Master Fire Plan.

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 5 of 9

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**
   (a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)
   (b) HEALTH/SAFETY/ENVIRONMENT Yes
   (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT
   (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)
   (e) ECONOMIC DEVELOPMENT
   (f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)
   (g) REDUCE ONGOING COST (Staffing and/or Operating Costs)
   (h) GROWTH RELATED PROJECT

   Describe Justification:

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) 1998
   (b) COMPLETION DATE (YEAR) 1998
   (c) GROSS COST (Start Year Dollars) $ 2,294,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 2,294,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$	- 2002	$
- 1998	$ 2,294,000	- 2003	$
- 1999	$	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ _____
Building Operations & Maintenance $ _____
Other (specify) _____ $ _____

GROSS COST (All Inclusive) $ _____

(b) LESS RECOVERY/REVENUE (specify) _____ $ _____

(c) NET CITY'S COST $ _____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name **M. Shah**
(b) Basis of assumptions Detailed estimate is prepared.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**

No _ Yes X; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 60.0

(b) AT CITY'S COST OF $ 2,418,000

(c) SCHEDULED TO START IN THE YEAR 2004

_____ October 10, 1996
Signature of Department Head/ Local Board Manager *Date*

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** FIRE

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) FIRE STATION-KENILWORTH AVE-DESIGN AND CONSTRUCTION
   (b) Type of Project Replacement
   (c) Location Kenilworth & Roxborough
   (d) Scope/Description of Work Design and construction of a fire station to replace the outdated facility which opened in 1952.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 6 of 9

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	
(e)	ECONOMIC DEVELOPMENT	
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	
(h)	GROWTH RELATED PROJECT	

Describe Justification:

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**

(a)	START DATE (YEAR)	1998
(b)	COMPLETION DATE (YEAR)	1999
(c)	GROSS COST (Start Year Dollars)	$ 3,016,000
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____	$
(e)	LESS OTHER RECEIPTS (Specify) _____	$
(f)	NET CITY'S COST	$ 3,016,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$	- 2002	$
- 1998	$ 243,000	- 2003	$
- 1999	$ 2,773,000	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ ____
Building Operations & Maintenance $ ____
Other (specify) ____ $ ____

GROSS COST (All Inclusive) $ ____

(b) LESS RECOVERY/REVENUE (specify) ____ $ ____

(c) NET CITY'S COST $ ____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name M. Shah
(b) Basis of assumptions Detailed estimate is prepared.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**

No _ Yes X; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 61.0

(b) AT CITY'S COST OF $ 3,430,000

(c) SCHEDULED TO START IN THE YEAR 2005

Signature of Department Head/
Local Board Manager

October 10, 1996
Date

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: ____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ ____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ ____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** FIRE

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) SECOND APPARATUS DOOR AT TWO FIRE STATIONS
   (b) Type of Project
   (c) Location Fire stations on Quigley Road and on Limeridge Road East
   (d) Scope/Description of Work The existing fire stations mentioned above would be better served by the installation of a second overhead door. This project will allow for the relocation of existing first response apparatus to these station.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 7 of 9

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**
   (a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)
   (b) HEALTH/SAFETY/ENVIRONMENT Yes
   (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT
   (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)
   (e) ECONOMIC DEVELOPMENT
   (f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)
   (g) REDUCE ONGOING COST (Staffing and/or Operating Costs)
   (h) GROWTH RELATED PROJECT

   Describe Justification:

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) 1998
   (b) COMPLETION DATE (YEAR) 1998
   (c) GROSS COST (Start Year Dollars) $ 98,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 98,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$	- 2002	$
- 1998	$ 98,000	- 2003	$
- 1999	$	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a)	Staffing		$
	Building Operations & Maintenance		$ 700.00
	Other (specify) _____	$	
	GROSS COST (All Inclusive)		$ 700.00
(b)	LESS RECOVERY/REVENUE (specify) _____	$	
(c)	NET CITY'S COST		$ 700.00

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**
(a) Project Manager's Name M. Shah
(b) Basis of assumptions Detailed estimate is prepared.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**
No _ Yes X; if yes,

(a)	PROJECT NO. (Per 1996-2005 Capital Budget Program)	58.0
(b)	AT CITY'S COST OF	$ 95,000
(c)	SCHEDULED TO START IN THE YEAR	2003

M. Shah
Signature of Department Head/ Local Board Manager

October 10, 1996
Date

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** FIRE

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) FIRE STATION-WOODWARD & MELVIN-DESIGN & CONSTRUCT
   (b) Type of Project
   (c) Location Woodward & Melvin
   (d) Scope/Description of Work Design and construction of a fire station to replace the outdated facility which opened in 1957.
   (e) Remarks The Department Priority of this project will change if funding for renovations through infrastructure is not received and / or by acceptance and implementation of the recommendations in the Hamilton Master Fire Plan.

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 8 of 9

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**
   (a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)
   (b) HEALTH/SAFETY/ENVIRONMENT Yes
   (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT
   (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)
   (e) ECONOMIC DEVELOPMENT
   (f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)
   (g) REDUCE ONGOING COST (Staffing and/or Operating Costs)
   (h) GROWTH RELATED PROJECT

   Describe Justification:

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) 1999
   (b) COMPLETION DATE (YEAR) 2000
   (c) GROSS COST (Start Year Dollars) $ 2,557,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) $
   (e) LESS OTHER RECEIPTS (Specify) $
   (f) NET CITY'S COST $ 2,557,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$	- 2002	$
- 1998	$	- 2003	$
- 1999	$ 216,000	- 2004	$
- 2000	$ 2,341,000	- 2005	$
- 2001	$	- 2006	$

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ ____
Building Operations & Maintenance $ ____
Other (specify) ____ $ ____

GROSS COST (All Inclusive) $ ____

(b) LESS RECOVERY/REVENUE (specify) ____ $ ____

(c) NET CITY'S COST $ ____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name M. Shah
(b) Basis of assumptions Detailed estimate is prepared.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**

No _ Yes X; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 56.0

(b) AT CITY'S COST OF $ 2,179,000

(c) SCHEDULED TO START IN THE YEAR 2002

Jill Smith
Signature of Department Head/ Local Board Manager

October 10, 1996
Date

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: ____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ ____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ ____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. **DEPARTMENT/LOCAL BOARD:** FIRE

2. **PROJECT SUMMARY:**
   (a) Name (max. of 45 characters) INDOOR TRAINING FACILITY
   (b) Type of Project Improve Existing Facility
   (c) Location 1227 Stone Church Road East
   (d) Scope/Description of Work Construction of this building, adjacent to our existing outdoor training complex would improve upon our present training programs. Emergency situation training could be conducted on a year round basis.
   (e) Remarks

3. **REFERENCE TO RELATED PROJECTS:**
   (a) Submitting Department
   (b) Project Name
   (c) Start Year
   (d) Net City Cost $

4. **DEPARTMENT PRIORITY ORDER:** # 9 of 9

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

(a)	STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	
(b)	HEALTH/SAFETY/ENVIRONMENT	Yes
(c)	LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	
(d)	NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	
(e)	ECONOMIC DEVELOPMENT	
(f)	MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	
(g)	REDUCE ONGOING COST (Staffing and/or Operating Costs)	
(h)	GROWTH RELATED PROJECT	

Describe Justification:

6. **FEASIBILITY STUDY:**
   (a) START DATE (YEAR)
   (b) COMPLETION DATE (YEAR)
   (c) GROSS COST $

7. **PROJECT:**
   (a) START DATE (YEAR) 2006
   (b) COMPLETION DATE (YEAR) 2008
   (c) GROSS COST (Start Year Dollars) $ 5,550,000
   (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____ $
   (e) LESS OTHER RECEIPTS (Specify) _____ $
   (f) NET CITY'S COST $ 5,550,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1997-2006 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER ____
(Treasury to complete)

8. **NET EXPENDITURE BY YEAR:**

- 1997	$	- 2002	$
- 1998	$	- 2003	$
- 1999	$	- 2004	$
- 2000	$	- 2005	$
- 2001	$	- 2006	$ 472,000

9. **ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing $ ____
Building Operations & Maintenance $ ____
Other (specify) ____ $ ____

GROSS COST (All Inclusive) $ ____

(b) LESS RECOVERY/REVENUE (specify) ____ $ ____

(c) NET CITY'S COST $ ____

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. **CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name M. Shah
(b) Basis of assumptions Detailed estimate is prepared.

11. **WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**

No _ Yes X; if yes,

(a) PROJECT NO. (Per 1996-2005 Capital Budget Program) 62.0

(b) AT CITY'S COST OF $ 5,400,000

(c) SCHEDULED TO START IN THE YEAR 2006

J. Smith

Signature of Department Head/ Local Board Manager

October 10, 1996
Date

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12. ***FUNDING (Treasury Department To Complete):***

(a) NATURE OF PROPOSED FINANCING: ____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes __ *No* __

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: $ ____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: $ ____

Note: all amounts rounded to the nearest thousand dollars

2.

CONSENT AGENDA

FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, 1996 November 5
1:30 o'clock p.m.
Room 233, City Hall

A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE

Minutes of the regular meeting held on Tuesday, 1996 October 22nd

B. CITY CLERK

Temporary Extension of Liquor Licence - The Prince Edward Tavern, 737 Barton Street East -1996 November 22 - 24 - Grey Cup Week-end

C. TREASURER

Authorization to enter into Extension Agreements on specific properties for the payment of Realty Tax Arrears

D. COMMISSIONER OF PUBLIC WORKS AND TRAFFIC

(i) Replacement of One (1) Four Wheel Drive Tractor/Loader and One (1) Hydraulic Hammer Units 9504 and 9505, Fleet Services

(ii) Replacement of One (1) Hydrostatic Compact Tractor Unit 9410, Fleet Services

E. H.E.C.F.I.

Closing of Capital Accounts

F. COMMISSIONER OF HUMAN RESOURCES

Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton to 1996 October 24th

G. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE

Information Items

A.

Tuesday, 1996 October 22
1:30 o'clock p.m.
Room 233, City Hall

The Finance and Administration Committee met.

Present: Alderman B. Charters, Chairman
Alderman D. Ross, Vice-Chairman
Mayor R. M. Morrow
Alderman C. Collins
Alderman D. Wilson
Alderman D. Drury
Alderman T. Anderson
Alderman V. J. Agro
Alderman M. Kiss

Also present: Alderman T. Jackson
Alderman F. D'Amico
Alderman M. Caplan
Alderman G. Copps
Alderman B. Morelli
J. Pavelka, Chief Administrative Officer
A. Ross, Treasurer
P. Noé Johnson, City Solicitor
J. Schatz, City Clerk
J. Hindson, Director of Information Systems
D. Vyce, Director of Property
D. Lobo, Commissioner of Public Works and Traffic
C. Firth-Eagland, Public Works and Traffic
L. King, Building Commissioner
Fire Chief Smith
Deputy Fire Chief Desjarlais
D. Heintz, Public Works and Traffic
P. Baker, Hamilton Parking Authority
C. Mascarenhas, Treasury
Susan K. Reeder, Secretary

A G E N D A

A. DELEGATIONS AND PRESENTATIONS

(a) Art Gallery of Hamilton - Request for the City of Hamilton to provide Property Tax Exemption

The Committee was in receipt of correspondence from the President of the Art Gallery of Hamilton dated 1996 October 9, respecting the above noted matter.

Rick Helm, President of the Art Gallery Board; Ted Pietrzak, Executive Director, Art Gallery and Michael Eng, a member of the Art Gallery Board were in attendance to speak to the Committee about their request.

Discussion ensued on the role the City could play with respect to property tax exemption for the Art Gallery. As a result of this discussion, it was agreed that the Chief Administrative Officer and the City Treasurer be directed to report back to the Committee at the 1996 November 5th meeting with a plan whereby the City of Hamilton agrees to a property tax exemption on the basis of invoking Section 210 of the Municipal Act.

(b) Max Reimer, Theatre Aquarius - Property Tax Arrears

The Committee was in receipt of correspondence from Theatre Aquarius, respecting the above noted matter.

The Chairman advised the Committee that on behalf of Alderman Anderson who is a member of the Theatre Aquarius Board of Directors, and on behalf of Max Reimer of Theatre Aquarius, this matter is being tabled at this time.

(c) Hamilton Parking Authority - Financial Plan Update

The Committee was in receipt of a report from the General Manager of the Parking Authority of the City of Hamilton, dated 1996 October 9, respecting the above noted matter.

P. Baker, General Manager for the Parking Authority of the City of Hamilton addressed the Committee with respect to the financial status of the Authority.

Discussion ensued on the impact to the Authority's Financial status being made as a result of the City's Downtown parking programme. Alderman Agro, Chairman of the Parking Authority Board spoke to the Committee respecting this matter.

Following considerable discussion, the Committee approved the following staff direction:

> That the Treasurer be authorized to enter discussions with the Parking Authority for a form of bridge financing to address the expected shortfall in projected 1996 operational revenues; with the continuing understanding that the Parking Authority not form any expense within the tax base of the City.

1. IN CAMERA AGENDA

The Committee moved to an In-Camera Session to discuss matters of a Private and Confidential nature.

The Committee then moved back into Regular Session, and approved the following:

MEMORANDUM OF AGREEMENT - C.U.P.E. LOCAL 5

> That the Memorandum of Agreement between the Corporation of the City of Hamilton and C.U.P.E. Local 5, dated 1996 October 9, covering the period between 1996 April 1 to 1999 March 31 be approved and implemented in accordance with the terms therein.

BB. CITY SOLICITOR AND COMMISSIONER OF PUBLIC WORKS AND TRAFFIC DEPARTMENT - City of Hamilton -ats- Connelly; Ontario Court (General Division) Action #6745/94

(a) That the City resolve Ontario Court (General Division) Action # 6745/94 by the payment to the Plaintiffs, Gail and Anthony Connelly, of the sum of $6,000 including all claims for damages, interest and costs; and,

(b) That the Plaintiffs be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,

(c) That Ontario Court (General Division) Action # 6745/94 be dismissed without costs.

2. CONSENT AGENDA

The Committee was in receipt of its Consent Agenda, and approved the following:

A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE

The Committee was in receipt of the minutes of its regular meeting held on Tuesday, 1996 October 1st, and approved these minutes as circulated.

B. TREASURER

(i) Authorization to enter into Extension Agreements on specific properties for the payment of Realty Tax Arrears

The Committee was in receipt of a report from the Treasurer dated 1996 October 3, respecting the above noted matter, and approved the following:

(a) That the City be authorized to enter into an Extension Agreement, if required, in a form satisfactory to the City Solicitor and the City Treasurer pursuant to Section 8 of the Municipal Tax Sales Act, with the owner of the following property to extend the time open for payment of realty tax arrears in accordance with the policy for extension agreements approved by City Council on 1994 June 28:

53 Glamis Crt.

(b) That the by-law to authorize the said Extension Agreements be enacted by Council; and,

(c) That the Mayor and City Clerk be authorized to execute the aforesaid by-law and extension agreements.

(ii) 1997 Grant Applications, Policies and Process

The Committee was in receipt of a report from the Grants Co-ordinator dated 1996 October 17, respecting the above noted matter.

The Committee approved the following:

(a) That the 1997 General and Convention/Reception Grant Applications and Policies be made available to potential applicants with an extended deadline of 1997 January 6 (due to the Christmas closure of City Hall December 25 - January 1 inclusive) for the General Grant Applications; and,

(b) That the process for reviewing and approving all 1997 General Grant Applications be consistent with that used in 1996, with the Committee of the Whole considering the General Grants within a month after the 1997 Current Budget is approved.

C. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE

(i) 1997 Schedule of Meetings

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1996 October 15, respecting the above noted matter.

The Committee approved the following:

That the Schedule of Meetings for 1997 for the Finance and Administration Committee, attached herewith, be approved.

(ii) Information Items

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1996 October 16, respecting Information Items. The Committee approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

(a) Information Report - City Solicitor - Hamilton Harbour - Parliamentary Standing Committee The Canada Marine Act (Bill C-44) - report dated 1996 September 27th

(b) Correspondence - Edward R. Fisher, Fisher's Pier 4 Pub'n'Grub - Abolishment of the business tax - letter dated 1996 September 26th

(c) Correspondence - Graeme McTaggart, Executive Director, Downtown B.I.A. - Reaffirming its support for the establishment of a free parking program in the downtown core - letter dated 1996 October 9th

(d) Correspondence - The Honourable Jim Wilson, Minister of Health - response to City's resolution about the proposed merger of the Hamilton Civic Hospitals Boards - letter stamped 1996 October 3rd

(e) Correspondence - F.C.M. - Request for resolutions for consideration at FCM's National Board of Directors Meeting in December 1996 -letter dated 1996 September 20th

3. **REFERRAL FROM CITY COUNCIL - Hospital Restructuring**

The Committee was in receipt of Vol. 2, No. 35 Link Plus, a publication dated 1996 September 20, respecting the above noted matter.

Discussion ensued with respect to the new structure of the Hamilton Health Sciences Corporation, and the need for public representation input on this Board. In this regard, the Committee approved the following:

That the Minister of Health be petitioned to include public representation on the Board for the newly formed Hamilton Health Sciences Corporation by appointing to the Board: the Mayor of the City of Hamilton or designate; one other member of Hamilton City Council; the Regional Chairman of the Region of Hamilton-Wentworth or designate; and one other member of Regional Council.

4. **CHIEF ADMINISTRATIVE OFFICER - Master Fire Plan**

The Committee was in receipt of a report from the Chief Administrative Officer and Chairman, Corporate Steering Committee dated 1996 October 16, respecting the above noted matter.

Claudio Covelli, Consultant with Dillon Consulting Engineers and Donald Baird of Donald Baird Associates were in attendance to speak to the Committee about this report.

Mr. Covelli gave a presentation outlining this Plan to the Committee. Considerable discussion ensued on the plan. It was noted that copies of the full Study would be forwarded to all members of the Committee and Council. The Committee then approved the following staff direction:

(a) That the City of Hamilton Master Fire Plan Final Report prepared by Dillon Consulting Limited and Donald Baird Associates during 1996 October be received; and,

(b) That the Corporate Steering Committee prepare a response to the report including an action plan to implement proposed "potential actions" detailing the personnel reductions, the cost implications of replacing equipment and the cost implications of modifying stations.

5. **ALDERMAN G. COPPS - Acquisition and demolition of property at 571 Kenilworth Avenue North - tabled from previous meeting**

Alderman Copps addressed the Committee with respect to the City's purchase of the property at 571 Kenilworth Avenue North and outlined the reasons that the purchase should be approved.

In this regard, the Committee agreed that the property should be purchased, and that the funding for this purchase should be derived from the Reserve for Alpha Enclaves, Account Centre No. CH 00116 as follows:

(a) That approval be given to the acquisition of the lands situated in the City of Hamilton, being composed of Lots 428 and 429, Registered Plan 584, with a frontage of 15.24 metres (50.0 feet), more or less, by a depth of 30.48 metres (100.0 feet), more or less, municipally known as 571 Kenilworth Avenue North; and,

(b) That the City Treasurer be authorized to open a new Capital Project Account in relation to the acquisition of 571 Kenilworth Avenue North, and that this project be financed from the Reserve for Alpha Enclaves, Account Centre No. CH 00116; and,

(c) That the Mayor and City Clerk be authorized and directed to execute all necessary documents.

Further to this approval, the Committee also directed that a staff report be submitted to them on how the City would fund other possible future purchase requests in this Kenilworth Avenue North area.

6. **TREASURER - Downtown Development - Hamilton-Halton Homebuilders Association - Financing**

The Committee was in receipt of a report from the Treasurer dated 1996 October 9, respecting the above noted matter.

Alderman Ross spoke to this item, and moved amendments to the recommendation. The Committee then approved the following amended recommendation:

(a) That as referred to in Sub-Section (d) of Section 1 of the Sixth Report for 1996 of the Committee of the Whole, approved by City Council at its meeting held Tuesday, 1996 October 8th, that the City Treasurer be authorized to set up a 1997 Downtown Current Budget for Downtown Development - Preliminary Concept Plan by the Hamilton-Halton Home Builders' Association at a cost of $90,000, and that the $90,000 be financed within the Budget from the Reserve for Contingency, Account Centre No. CH 00115; and,

(b) That an expenditure amount up to $4,000 be authorized as the City's equal cost shared portion with the Region for the completion of Phase 1 to undertake the Preliminary Investigation and Proposed Development; and,

(c) That prior to any further funds being dispersed, the Hamilton-Halton Home Builders' Association report back to the Committee of the Whole with more detail on the expenditures to be undertaken in Phase 2 "Coordination Phase".

7. **CHIEF ADMINISTRATIVE OFFICER AND DIRECTOR OF PROPERTY**

(a) **Agreement to Accept Compensation - 47-51 King Street West, Perry Byrnes (10 MacNab Street South) - Expropriation - Lloyd D. Jackson Square**

The Committee was in receipt of a duel report from the Chief Administrative Officer and the Director of Property dated 1996 October 10, respecting the above noted matter.

The Committee approved the following:

(a) That an Agreement by Owner to Accept Compensation, executed by Grace Gordon, Estate Trustee for the Estate of Pearl Edith Byrnes, deceased, (Pearl Edith Byrnes being one and the same person as Perry Byrnes), on 1996 September 18 and to be completed on or before 1996 November 6, for the tenant's interest in the lands then municipally known as 47-51 King Street West (10 MacNab Street South, Room 207), more particularly described as Part 173 on Expropriation Plan No. SS-1006, registered on 1971 May 25 as Instrument No. 205980AB, be approved and completed, and the final compensation of $4,933 be charged to Account Centre CH 00102 (Reserve for Property Purchase); and,

(b) That the Mayor and City Clerk be authorized and directed to execute the necessary documents in a form satisfactory to the City Solicitor.

(b) **Request of 35 Brock Street Limited and 600 John Street North Limited, owners of the property known as 35 Brock Street and 600 John Street North, Hamilton - for a Quit Claim Deed from the City**

The Committee was in receipt of a duel report from the Chief Administrative Officer and the Director of Property dated 1996 October 11, respecting the above noted matter, and approved the following:

(a) That the City of Hamilton confirm that it claims no interest in the property known municipally as 35 Brock Street and 600 John Street North, Hamilton, (pursuant to the covenants in favour of the City as set out in a 1966 deed registered as Instrument No. 18578 A.B.) by quit claiming this property to the current owners; and,

(b) That the Mayor and City Clerk be authorized and directed to execute all necessary documents.

8. TREASURER AND CITY SOLICITOR - Policy and Procedures: Property vested on Tax Sale Municipal Tax Sales Act

The Committee was in receipt of a duel report from the Treasurer and the City Solicitor dated 1996 October 11, respecting the above noted matter.

The Committee approved the following:

That the following policy be adopted and procedures implemented for all properties which vest in the City as a result of tax sale tender under the Municipal Tax Sales Act:

(a) That where the Treasurer has determined that the accumulated realty taxes, penalties and interest are uncollectible, the Treasurer shall thereafter report to Council:

(i) To recommend that such outstanding taxes be struck off the roll. (Municipal Act s. 441); and,

(ii) For directions that the Treasurer, upon the striking from the roll of such uncollectible taxes, charge back the Region and Board of Education's proportionate share of the deficiency to the "tax write offs" account to recover the deficiency amount previously credited to these bodies; and,

(b) That the City's share of the uncollected taxes and any other additional costs, such as snow and weed removal, will be charged to the Reserve for Property Purchases; and,

(c) That the City shall immediately initiate a tax appeal with the Provincial Assessment Office in respect of the vested properties to reflect the City's exempt status which will eliminate further taxation levies; and,

(d) That the Property Department report to Council on the potential municipal purpose or in the alternative with a recommendation that the properties be declared surplus in accordance with the City's Realty Sales Procedural Bylaw No. 95-049 and be actively marketed; and,

(e) That any costs relative to the maintenance, management and upkeep of the properties by the City will be charged to the Reserve for Property Purchases; and,

(f) That a detailed accounting of all properties which have vested in the City will be established and maintained separately within the Reserve for Property Purchases.

9. STEERING COMMITTEE FOR THE OPERATIONAL REVIEW OF THE INFORMATION SYSTEMS DEPARTMENT - Operational Review of the Information Systems Department - Recommendations arising from the Reports of LGS Group Inc. and Compass Analysis Limited.

The Committee was in receipt of a report from the Steering Committee for the Operational Review of the Information Systems Department dated 1996 October 18, respecting the above noted matter.

Mr. Bob Hopkins of LGS Group Inc. was in attendance at the meeting. The Committee agreed that this matter required a lengthy discussion, and agreed that this item should be tabled until the 1996 November 5th meeting.

10. CHIEF ADMINISTRATIVE OFFICER AND COMMISSIONER OF HUMAN RESOURCES - Employee Assistance Program

The Committee was in receipt of a duel report from the Chief Administrative Officer and the Commissioner of Human Resources dated 1996 October 16, respecting the above noted matter.

The Committee approved the following:

(a) That the Employee Assistance Agreement between the Corporation of the City of Hamilton and Family Services of Hamilton-Wentworth Incorporated be renewed effective 1996 August 13 to 1999 August 16, for a fee of Five Thousand, Six Hundred and Eighty Seven Dollars and Fifty Cents ($5,687.50) per month, to be funded from Account No. CH 55429-24001; and,

(b) That the Mayor and City Clerk be authorized and directed to execute the new Agreement on behalf of the City.

11. OTHER BUSINESS

Alderman Drury expressed concerns about the licensing fee renewal process. In this regard, Alderman Wilson as Chairman of the Licencing Committee agreed to address these concerns with Alderman Drury.

Alderman Wilson spoke to the Committee regarding the School Board's appointees to the Hamilton Public Library Board. In this regard, the Committee approved the following:

That the Hamilton Board of Education and the Hamilton-Wentworth Separate School Board be requested to provide the City with a list of nominee recommendations for the City's consideration in appointing School Board representatives to the Hamilton Public Library Board.

12. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN B. CHARTERS, CHAIRMAN
FINANCE AND ADMINISTRATION COMMITTEE

Susan K. Reeder.
Susan K. Reeder
Secretary
1996 October 22

FINANCE AND ADMINISTRATION COMMITTEE

SCHEDULE OF MEETINGS FOR 1997

Report titles to be listed in the "S" Directory by 5:00 o'clock p.m.	Reports to be submitted to Committee Secretary by 12:00 o'clock noon.	Agenda Review Meetings @ 2:30 o'clock p.m. in Room 264, with the exception of those indicated with an "*" - in Room 219.	Committee Meetings @ 1:30 o'clock p.m. in Room 233.	City Council Meetings @ 7:30 o'clock p.m.
January 10	January 13	*January 14	January 21	January 28
January 24	January 27	January 28	February 4	February 11
February 7	February 10	February 11	February 18	February 25
February 21	February 24	February 25	March 4	March 11
March 7	March 10	March 11	March 18	March 25
March 21	March 24	March 25	April 1	April 8
April 11	April 14	April 15	April 22	April 29
April 25	April 28	April 29	May 6	May 13
May 9	May 12	May 13	May 20	May 27
June 6	June 9	June 10	June 17	June 24
June 20	June 23	June 24	***July 3	July 8
August 8	August 11	August 12	August 19	August 26
September 12	September 15	September 16	September 23	September 30
September 26	September 29	September 30	October 7	October 14
October 10	October 14 **By 10:00 a.m.	October 14	October 21	October 28
October 24	October 27	October 28	November 4	November 11
November 7	November 10	November 11	November 18	November 25
November 21	November 24	November 25	December 2	December 9

** Due to the Thanksgiving Holiday on Monday October 13, please have your reports submitted no later than 10:00 a.m. on Tuesday, October 14.

***Due to the Canada Day Holiday on Tuesday, July 1st, the Finance and Administration Committee meeting will be held on Thursday, July 3rd

B.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 31

REPORT TO: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. J. J. Schatz
City Clerk

SUBJECT: Temporary Extension of Liquor Licence - The Prince Edward Tavern, 737 Barton Street East - 1996 November 22 - 24 - Grey Cup Week-end

RECOMMENDATION:

(a) That the Liquor Licence Board of Ontario be advised that the City of Hamilton is aware of the application of The Prince Edward Tavern, 737 Barton Street East for a temporary extension of their liquor licence to operate a beer tent on their parking lot from Friday, 1996 November 22nd until Sunday, 1996 November 24th; and,

(b) That the Liquor Licence Board of Ontario be advised that conditional upon the requirements of the Hamilton-Wentworth Regional Police being satisfied, that the City has no objection to the issuance of a Temporary Extension of Liquor Licence.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

S. ? McDonald for
D. J. Schatz

N/A

BACKGROUND:

The Prince Edward Tavern, 737 Barton Street East have made application to the Liquor Licence Board of Ontario for a temporary extension of their liquor licence in order that they may operate a beer tent on their parking lot during Grey Cup Week-end. They will be serving beer, hotdogs and hamburgs from 11:00 a.m. until 2:00 a.m. from Friday, 1996 November 22nd to Sunday, 1996 November 24th.

The parking lot is fenced in the back with a six foot fence and at the front with a 42" fence. The area will be covered by two 30 x 30 feet tents.

The Hamilton Wentworth Regional Police have been advised of this event.

The City's comments respecting the application for the temporary extension of liquor licence does not grant approval of the permit, but rather allows the criteria to be met for the L.L.B.O. to consider the application.

SKR

cc Constable Dave Schwalm, Special Events and Traffic, Hamilton-Wentworth Regional Police - FAX #546-4914
Shelley Merlo-Orzel, Special Events Co-Ordinator, Culture and Recreation Department
Frank Westaway, Noise Control Officer, Public Works and Traffic

C.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 23

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Allan C. Ross
Treasurer

SUBJECT: Authorization to enter into Extension Agreements on specific properties for the payment of realty tax arrears

RECOMMENDATION:

(a) That the City be authorized to enter into Extension Agreements, if required, in a form satisfactory to the City Solicitor and the City Treasurer pursuant to Section 8 of the Municipal Tax Sales Act, with the owners of the following properties to extend the time open for payment of realty tax arrears in accordance with the policy for extension agreements approved by City Council on June 28, 1994:

234 Graham Ave S.

(b) That the attached by-law to authorize the said Extension Agreements be enacted by Council.

(c) That the Mayor and City Clerk be authorized to execute the aforesaid by-law and extension agreements.

Allan C. Ross

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The execution of the by-law and agreements, where required, will defer the City's right to sell the lands for tax arrears for a maximum period of 24 months; however, the City will be in receipt of regular monthly payments towards current and prior years arrears over the term of the agreements.

SCHEDULE "A"
EXTENSION AGREEMENTS

A)	PROPERTY ADDRESS	234 GRAHAM AVE. S.
	SERIAL NUMBER	04 03020 3680
	BRIEF LEGAL DESCRIPTION	PLAN 546 LOT 300
	DATE OF REGISTRATION	SEPTEMBER 24, 1996
	INST # OF TAX ARREARS CERTIFICATE	LT420807
	REDEMPTION DATE	SEPTEMBER 24, 1997
	TOTAL ARREARS	$10,440.69

THE CORPORATION OF THE CITY OF HAMILTON

BY-LAW NO.96-

TO AUTHORIZE AN EXTENSION AGREEMENT

FOR PAYMENT OF REALTY TAX ARREARS

WHEREAS the Municipal Tax Sales Act, R.S.O. 1990, c.M.60, (hereinafter referred to as the "Act"), states that the Council of a municipality may, by by-law, authorize an Extension Agreement with the owner of land in arrears of realty taxes in excess of three (3) years after the registration of a Tax Arrears Certificate and before the expiry of the one year redemption period;

AND WHEREAS the Municipal Tax Sales Act (section 8) states that the said Extension Agreement may extend the period of time, upon the terms specified therein, within which the Cancellation Price is to be paid;

AND WHEREAS, pursuant to the Municipal Tax Sales Act, the Treasurer did register a Tax Arrears Certificate indicating arrears of realty taxes in excess of three (3) years on the lands described in Schedule "A" annexed hereto,

AND WHEREAS, the said land is recorded by The Corporation of the City of Hamilton under the specific Tax Roll Serial Nos. indicated in Schedule "A" annexed hereto.

AND WHEREAS, The Owners of the lands described in Schedule "A" have requested that the City exercise its discretion to pass a bylaw to authorize an Extension Agreement to extend the period of time in which the Cancellation Price may be paid.

AND WHEREAS the one year period within which this by-law may be enacted will therefore expire on the days described as the redemption date of Schedule "A" attached hereto.

NOW THEREFORE the Council of the Corporation of the City of Hamilton enacts as follows:

1. (a) The time open for acceptance and the permitted payments of the Cancellation Price beyond the expiry of the said one year redemption period as set out in Schedule "A" are hereby authorized to be extended pursuant to an Extension Agreement.

   (b) The owner of the land described in Schedule "A" may, on or before the redemption date, enter into the Extension Agreement with The Corporation of the City of Hamilton, and the Mayor and City Clerk are hereby authorized to execute the Extension Agreement on behalf of the City.

2. As provided in the Municipal Tax Sales Act, notwithstanding any other provision of this Extension Agreement, it is understood and agreed that while the Extension Agreement remains a subsisting agreement in good standing:

(a) that the Extension Agreement does not reduce the amount of the Cancellation Price.

(b) that the Extension Agreement does not prohibit any person from paying the Cancellation Price at any time.

(c) that any person may pay the Cancellation Price at any time.

(d) that the Extension Agreement terminates upon payment of the Cancellation Price by any person.

(e) that the Extension Agreement shall cease to be considered a subsisting Extension Agreement for purposes of section 9(2) of the Act, when and under what conditions set out in the Extension Agreement.

3. As also provided in the Municipal Tax Sales Act,

(a) while such Extension Agreement is in good standing, the period of such time shall not be counted in calculating the time within which the Cancellation Price may be paid.

(b) upon default by owner in complying with the Extension Agreement or any term thereof, the Extension Agreement shall cease and, (unless there remains time within which the Cancellation Price may be paid and is paid), the land shall be offered for sale by the Treasurer.

PASSED this day of 1996, A.D.,

CITY CLERK **MAYOR**

D. (i)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 25

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. D. Lobo
Commissioner of Public Works and Traffic

SUBJECT: Replacement of One (1) Four Wheel Drive Tractor/Loader and One (1) Hydraulic Hammer Units 9504 and 9050, Fleet Services

RECOMMENDATION:

That a purchase order be issued to Regional Ford New Holland Ltd., Freelton in the amount of $75,210.00, including all applicable taxes, for the replacement of units 9504 and 9050 for Fleet Services, being the lowest total acquisition cost of three tenders received in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through the Reserve for Mobile Equipment Account No's. CH5X503 00101 and CH5X505 00101.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

This vehicle acquisition is for the replacement of existing equipment through the 1996 Fleet Services vehicle replacement programme, as approved by City Council on January 30, 1996. The capital acquisition costs are carried within the Reserve for Mobile Equipment Account.

BACKGROUND: Tender Analysis

Regional Ford, Freelton	$22,425.00
Crossroads Equipment, Jerseyville	23,578.45

This tender was advertised and seven suppliers were notified. Four responded and three did not reply.

This vehicle will replace existing equipment rendered obsolete by the criteria established within the vehicle replacement programme.

This purchase will not increase the Fleet complement.

DM/DL

cc: C. Guthro, Manager of Fleet Services
C. Rendell, Intermediate Buyer, Purchasing
D. Manningham, Vehicle Acquisition Officer
L. Barker, Administrative Co-ordinator

D. (ii)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 25

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: Mr. D. Lobo
Commissioner of Public Works and Traffic

SUBJECT: Replacement of One (1) Hydrostatic Compact Tractor
Unit 9410, Fleet Services

RECOMMENDATION:

That a purchase order be issued to Regional Ford New Holland Ltd., Freelton in the amount of $22,425.00, including all applicable taxes and trade-in, for the replacement of unit 9410 for Fleet Services, being the lowest total acquisition cost of two tenders received in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through the Reserve for Mobile Equipment Account No. CH5X503 00101.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

This vehicle acquisition is for the replacement of existing equipment through the 1996 Fleet Services vehicle replacement programme, as approved by City Council on January 30, 1996. The capital acquisition costs are carried within the Reserve for Mobile Equipment Account.

BACKGROUND: Tender Analysis

	Tractor/Loader	Hydraulic Hammer
Regional Ford, Freelton	$60,317.50	$14,892.50
Case Power, Grimsby	61,809.05	20,539.00
Dan Greer Enterprises, Stoney Creek	67,662.55	17,391.45

This tender was advertised and seven suppliers were notified. Four responded and three did not reply.

These vehicles will replace existing equipment rendered obsolete by the criteria established within the vehicle replacement programme. The existing vehicles will be sold at a future auction.

This purchase will not increase the Fleet complement.

DM/DL

cc: C. Guthro, Manager of Fleet Services
C. Rendell, Intermediate Buyer, Purchasing
D. Manningham, Vehicle Acquisition Officer
L. Barker, Administrative Co-ordinator

E.

-RECOMMENDATION-

DATE: October 25, 1996

REPORT TO: Mrs. Susan Reeder, Secretary
FINANCE AND ADMINISTRATION COMMITTEE

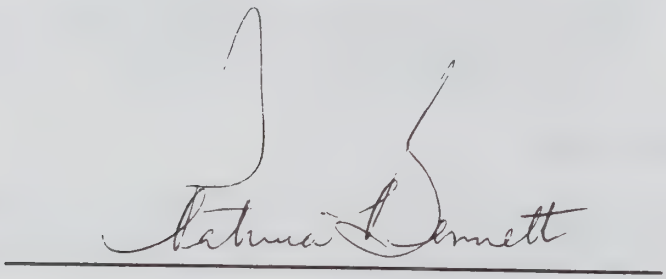
FROM: Patricia Bennett, Secretary
H.E.C.F.I. Board of Directors

SUBJECT: **CLOSING OF CAPITAL ACCOUNTS : H.E.C.F.I.**

RECOMMENDATION:

THAT THE FOLLOWING H.E.C.F.I. CAPITAL ACCOUNTS WITH $39,710.46 OF EXCESS FINANCING BE RETURNED TO THE H.E.C.F.I. RESERVE ACCOUNT FOR CAPITAL PROJECTS:

Capital Centre Number	Project Description	Authorized Gross Cost	Expended-Committed to Date	Balance Available
CF 929151021	Studio Theatre Equipment and Chairs	$ 80,000.00	$ 79,340.65	$ 659.35
CF 929241004	Hamilton Place - Barrier Free Accessibility	$ 75,000.00	$ 68,678.23	$ 6,321.77
CF 929251006	Replace/Renovate Facilities and Equipment	$175,000.00	$172,551.02	$ 2,448.98
CF 929441029	Hamilton Place Sound Reinforcement System	$240,000.00	$236,934.64	$ 3,065.36
CF 929541017	Convention Centre Repair Exterior Walkway	$ 70,000.00	$ 70,000.00	0
CF 929541019	Hamilton Place Modify Entrance Doors	$ 60,000.00	$32,785.00	$27,215.00
			TOTAL:	**$39,710.46**



BACKGROUND:

- The H.E.C.F.I. Board of Directors approved the foregoing recommendation at its Regular Meeting held October 25, 1996.

F.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1996 October 24

REPORT TO: Susan K. Reeder, Secretary
Finance and Administration Committee

FROM: John Johnston
Commissioner of Human Resources

SUBJECT: Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton (C-026-096)

RECOMMENDATION:

That the attached listing of Appointments to and Terminations from Permanent positions with the Corporation to 1996 October 24 be approved.

JJ/mb

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

Attached.

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF SERVICE	EFFECTIVE DATE
Ms. Sara Bradley	Customer Service Rep/ Plan Examiner	Building	Resigned	2 years, 4 months	Oct. 08/96
Mr. William Douglas	Chief Operations Engineer	Property	Deceased	16 years, 2 months	Sept. 10/96
Mr. Frank Filice	Concrete Finisher	Public Works	Terminated	9 years, 4 months	Oct. 16/96
Mr. K. Mark Jolley	Support Services Technician	Information Systems	Resigned	7 years, 6 months	Sept. 27/96
Mr. Steve LeLievre	Program Organizer	Culture & Recreation	Deceased	9 years, 7 months	Sept. 27/96
Mr. Robert Martiniuk	Manager Architectural Division	Building	Resigned	9 years, 3 months	Oct. 04/96
Mr. Frank Okos	Greenskeeper II	Culture & Recreation	Resigned	11 years, 3 months	Sept. 12/96

Prepared October 24, 1996

Glossary of Terms

Terminated – long term disability
– discharge
– downsizing
– redundant

Resigned – personal betterment
– personal reasons

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	STATUS	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	EFFECTIVE DATE
Mr. Mickey Moore	I	Sanitation Worker	Public Works	Replacing Mr. M. Cawte – effective Sept. 19/96	$36,670.40	Sept. 19/96
Mr. Edward Pavao	I	Facility Supervisor	Culture & Recreation	New Position Council Approved Aug. 27/96	$38,074.40 to $43,763.20	Oct. 07/96
Mr. Carmine Porco	I	Rink Attendant I	Culture & Recreation	New Position Council Approved Aug. 27/96	$36,780.64	Sept. 30/96
Mr. John Ross	I	Rink Attendant I	Culture & Recreation	New Position Council Approved Aug. 27/96	$36,780.64	Sept. 30/96
Mr. Nick Sarievski	I	Rink Attendant I	Culture & Recreation	New Position Council Approved Aug. 27/96	$36,780.64	Sept. 30/96
Mr. Jamie Sherriff	I	Sanitation Worker	Public Works	Replacing Mr. G. Green – effective Sept. 19/96	$36,760.40	Sept. 19/96

Prepared October 24, 1996

Status –

Internal – I
External – E

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	STATUS	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	EFFECTIVE DATE
Ms. Tracy Baldry	I	Sanitation Worker	Public Works	Replacing Mr. W. Morden – deceased, Feb. 14/96	$36,670.40	Sept. 19/96
Mr. Glen Burgoin	I	Sanitation Worker	Public Works	Replacing Mr. M. Crease – effective Sept. 19/96	$36,670.40	Sept. 19/96
Ms. Cindy Cannon	I	Parking Control Officer	Traffic	Replacing Mr. G. Dans – retired, March 29/96	$34,061.56 to $38,905.36	Oct. 14/96
Mr. Raymond Chabot	I	Rink Attendant I	Culture & Recreation	New Position Council Approved Aug. 27/96	$36,780.64	Sept. 30/96
Mr. Frank Deluca	I	Rink Attendant I	Culture & Recreation	New Position Council Approved Aug. 27/96	$36,780.64	Sept. 30/96

Prepared October 24, 1996

Status –

Internal – I
External – E

G.

CITY OF HAMILTON

-RECOMMENDATION-

DATE: 1996 October 30th

REPORT TO: Alderman B. Charters, Chairman & Members,
Finance and Administration Committee

FROM: Susan K. Reeder, Secretary,
Finance and Administration Committee

SUBJECT: **Information Items**

RECOMMENDATION:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

(a) Correspondence - Director of Property - Real Estate Division of the Property Department - Services to the Region for the Third Quarter of 1996 - letter dated 1996 October 18th

(b) Information Report - City Clerk - City Clerk's Department Quarterly Report as at 1996 September 30th - report dated 1996 October 25th

(c) Information Report - Chief Administrative Officer and Commissioner of Human Resources - Human Resources Centre Quarterly Report as at 1996 September 30th - report dated 1996 October 23rd

(d) Information Report - City Clerk - Legislative Quarterly Report as at 1996 September 30th - report dated 1996 October 25th

(e) Information Report - Chief Administrative Officer and Director of Property - Property Department Quarterly Report as at 1996 September 30th - report dated 1996 October 22nd

(f) Information Report - Chief Administrative Officer and Director of Property - Direct Purchase of Natural Gas - report dated 1996 October 23rd

(g) Information Report - Chief Administrative Officer - The Learning Partnership - report dated 1996 October 30th

Susan K. Reeder

BACKGROUND:

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure followed for these matters is recorded.




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